



Poll Everywhere

Data Practices: Wrangling Your Data

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Disclaimer



- We're using Poll Everywhere
- Using this is optional
- What's done with your info?
 - Poll Everywhere won't spam you



How To

- Via smartphone:



- Via text: Text gvwmn to 22333
- Via web: go to pollev.com/GVWMN

Poll

What one word comes to mind when you hear "data practices"

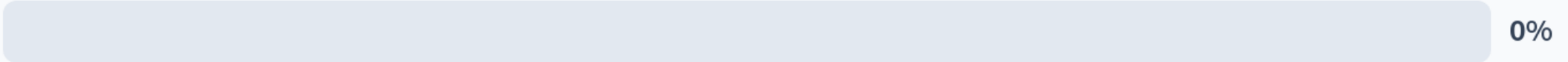


Poll

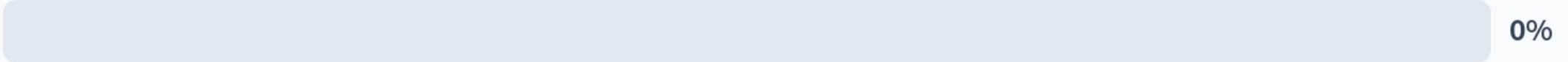
How much experience do you have with data practices?

How much experience do you have with data practices

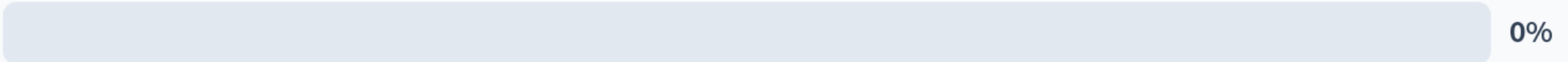
Less than 1 year



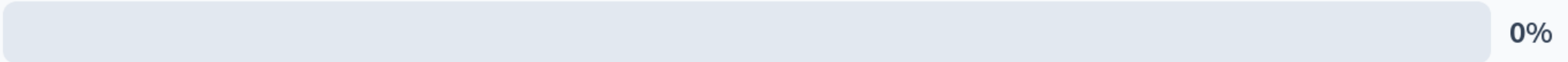
One (1) to 5 years



Five (5) to 10 years



More than 10 years

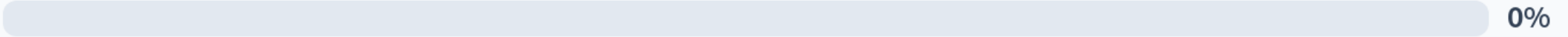


Poll

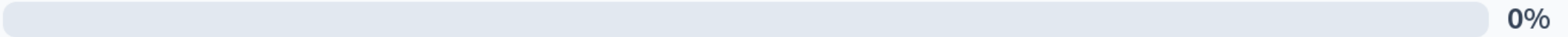
The following apply to me...

The following apply to me

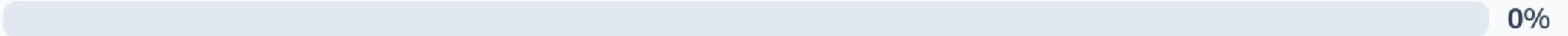
I am my city's responsible authority



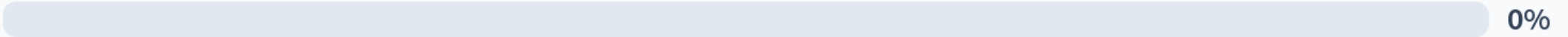
I am responsible for answering data practices requests



I've been involved with data practices requests



I've been involved in e-discovery



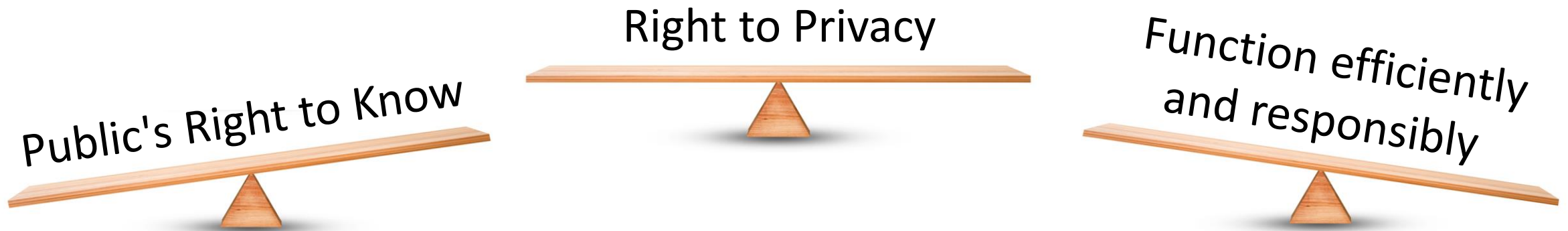
None of the above



Learning Objectives

1. Understand data inventories and how they should be maintained
2. Understand the risks of "data sprawl" in a digital world
3. Understand data practices policies and procedures required by statute

Minnesota Government Data Practices Act



Data Classifications under the MGDPA

Public

- Available to anyone
- Presumption unless classified otherwise

Non-Public

- Data not on individuals
- Accessible to any government entity authorized by law and the subject of the data

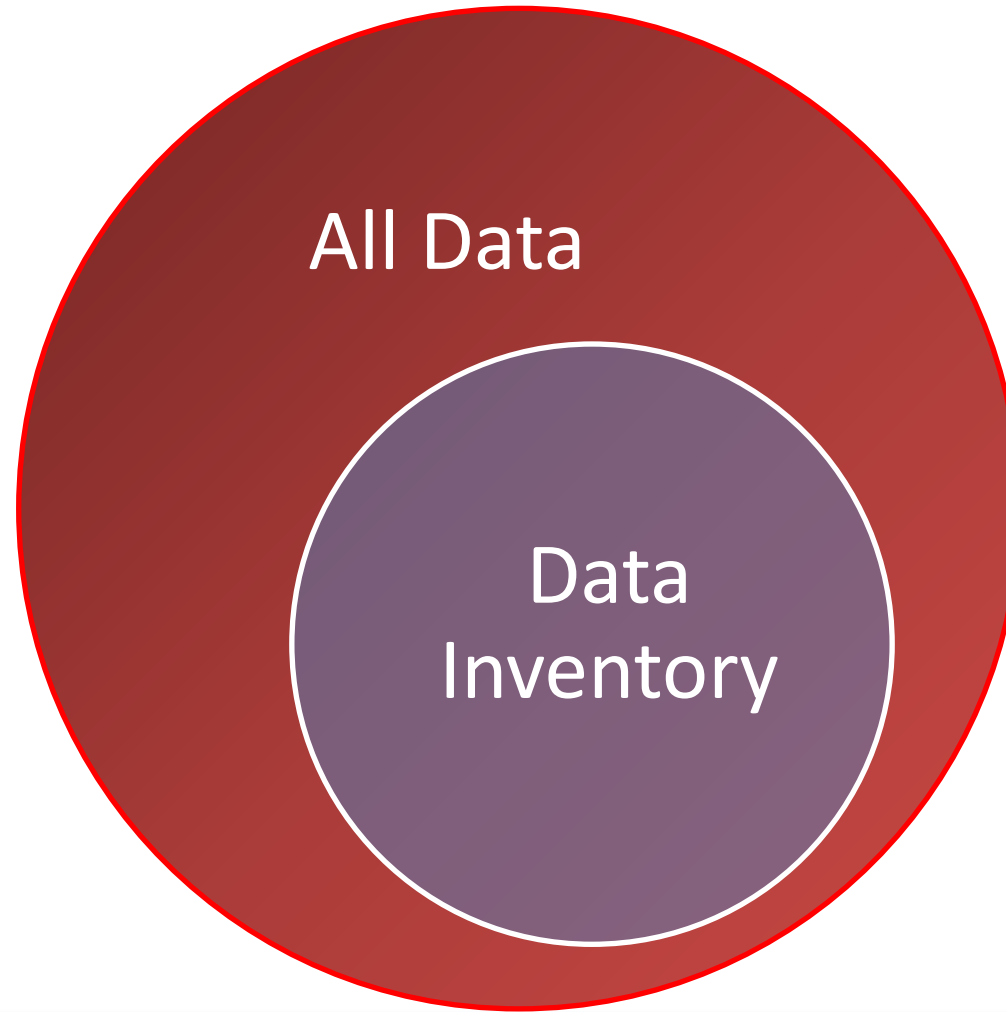
Private

- Data on individuals
- Accessible to:
 - Data subject
 - Officials or employees whose work reasonably requires access
 - Outside entities authorized by law
 - Express written authority given by data subject

Confidential

- Data on individuals
- Not accessible to the public or data subject
- Access limited to:
 - Officials or employees whose work reasonably requires access
 - Outside entities authorized by law

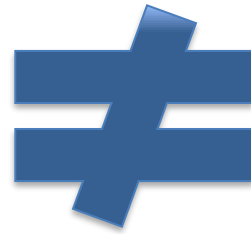
Data Inventory





The diagram consists of two large circles. The left circle is blue and contains the text 'Data Inventory'. The right circle is red and contains the text 'Records Retention Schedule'. Between the two circles is a large blue not-equal sign. The circles have a slight drop shadow.

Data
Inventory



Records
Retention
Schedule

What Goes in a Data Inventory

Responsible
authority's name,
title, address

Data description

MGDPA
classification

Relevant statute

Employee access

<i>Responsible Authority (Name and Title)</i> Alice Roberts-Davis, Commissioner		<i>Reporting Division/Office</i> Real Estate and Construction Services		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 309 Administration Building 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Real property appraisal data (a)	Estimated or appraised values of individual parcels of real property that are made by personnel of the state or a political subdivision or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation	Confidential Public	MS 13.44, Subd. 3 (a), 3(c)	<ul style="list-style-type: none"> • Land (1 employee) • Support staff (1 employee) • Senior Director, Lease Supervisor
Real property appraisal data (b)	Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from the state or a political subdivision	Private Public	MS 13.44, Subd. 3 (b). 3(c)	<ul style="list-style-type: none"> • Land (1 employee) • Support staff (1 employee) • Senior Director, Lease Supervisor
Responses to Requests for Proposals (RFPs) and requests for bids for Construction Manager and Design-Build projects	Any responses received to a RFP or request for bid	Public Private	MS 13.591	<ul style="list-style-type: none"> • Contracting Staff (2 employees) • Project Managers and Business Operations manager on an as need basis as part of specific work assignments;



Finding and Categorizing Data in Digital Systems

When it comes to IT in my city...

I'm pretty much it

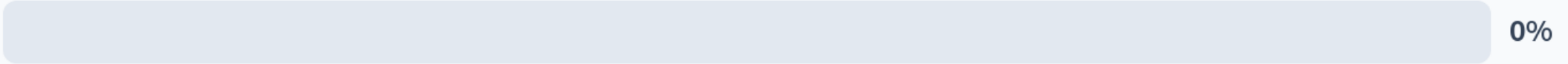
We use an outside company/contractor

We have a single staff person who handles IT

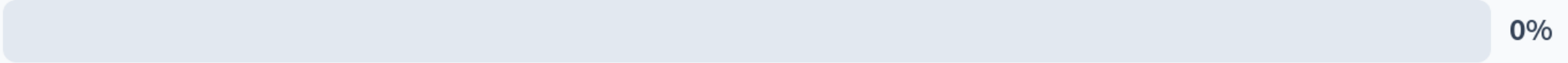
We have a formal IT department

When it comes to IT in my city...

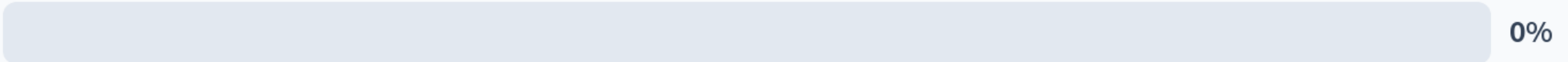
I'm pretty much it



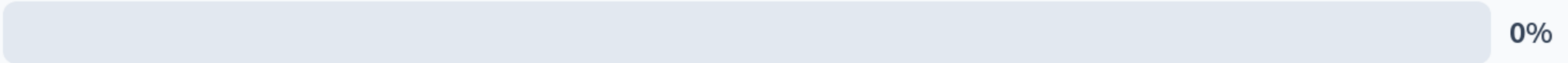
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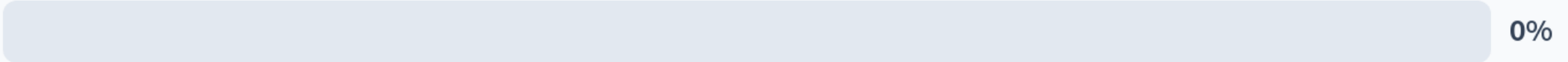


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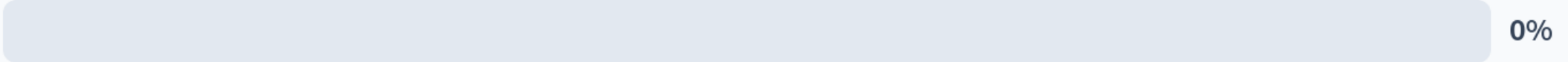


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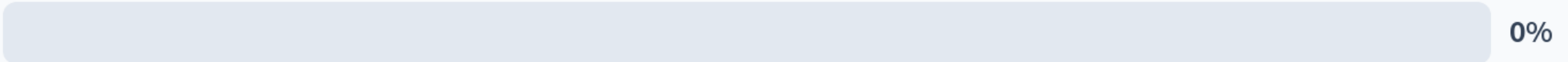
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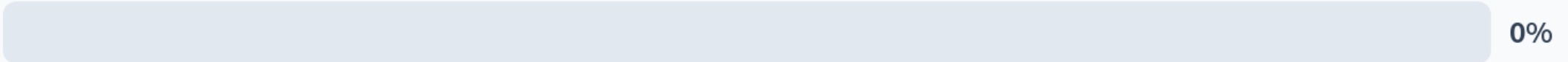
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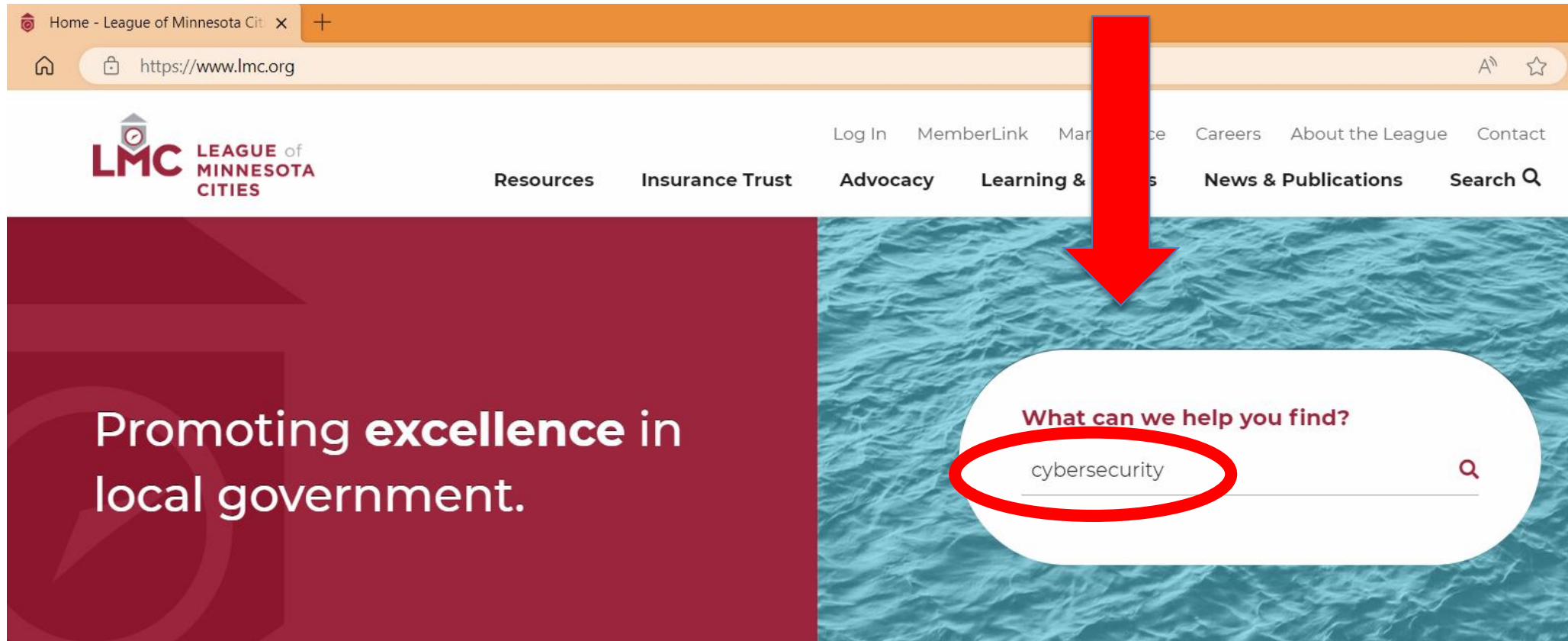
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Shadow IT?



Technology Considerations



System Inventory

Software Solutions

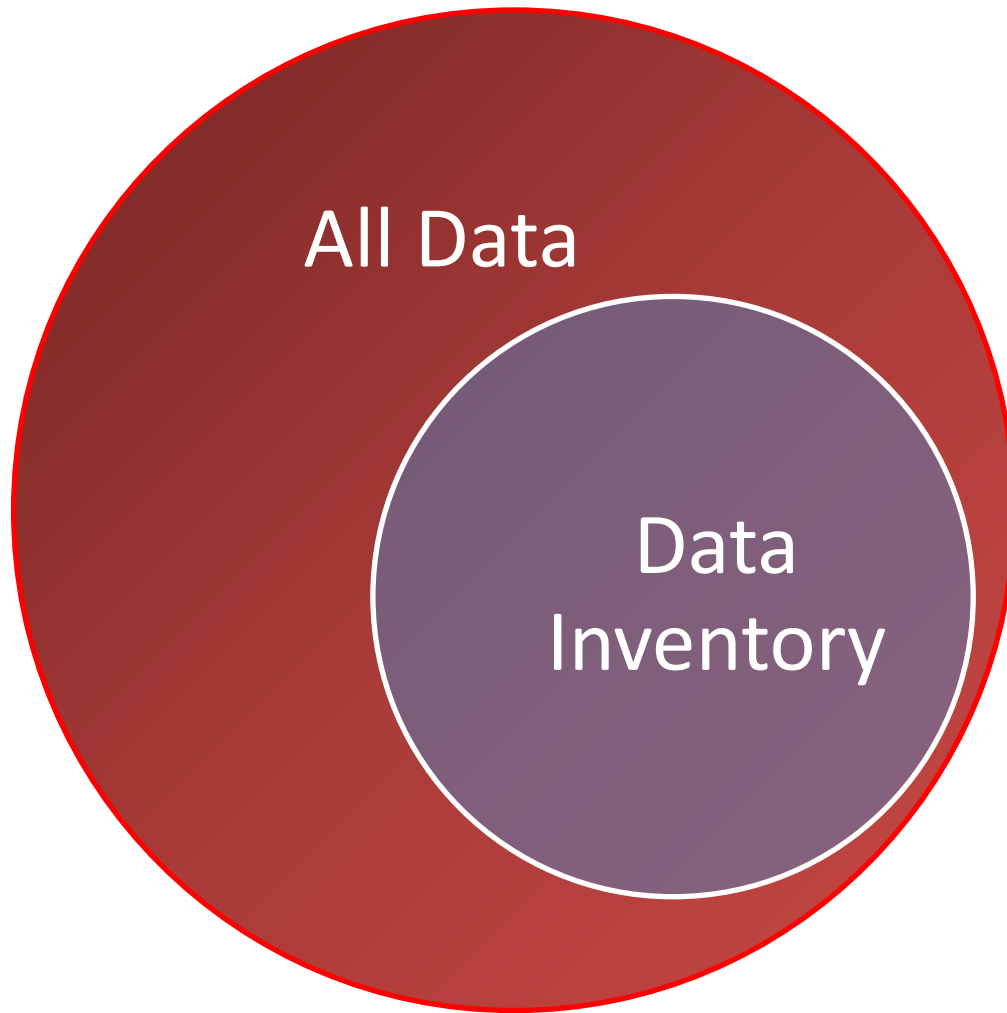
[illegible]

GASB

Name	Publisher	Serial Number	Local or Cloud	Payment	Contract	Expiration	Notes	Agreement Link
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Data Sprawl





All Data

Data
Inventory

SAFETY



Data Sprawl

Dangers



Data Sprawl

IT
Operations



IT Backups



IT Backups

Data request

E-discovery



IT Backups

Data request



IT Backups

E-discovery

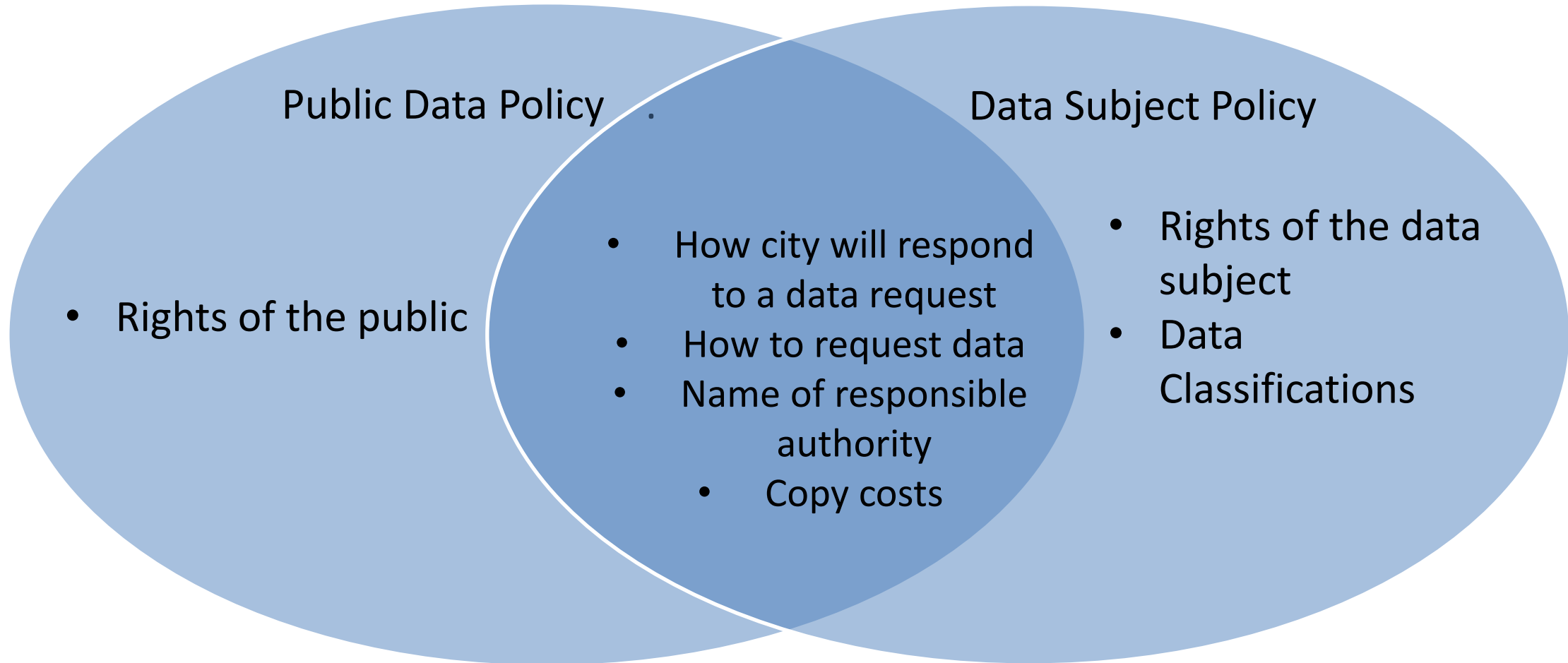


Data Practice Requests

- 100 or fewer paper copies = 25 cents/page maximum
 - Flat rate – cannot add additional charges like postage
- Everything else (over 100 paper copies, electronic data, photos, videos etc.) = "actual cost"
 - Cost of media and mailing
 - Employee time to prepare copies
 - Employee time to search and retrieve UNLESS requestor is data subject
 - Calculated based on the lowest-paid city employee who could complete the task



Policies for Access to Data



How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

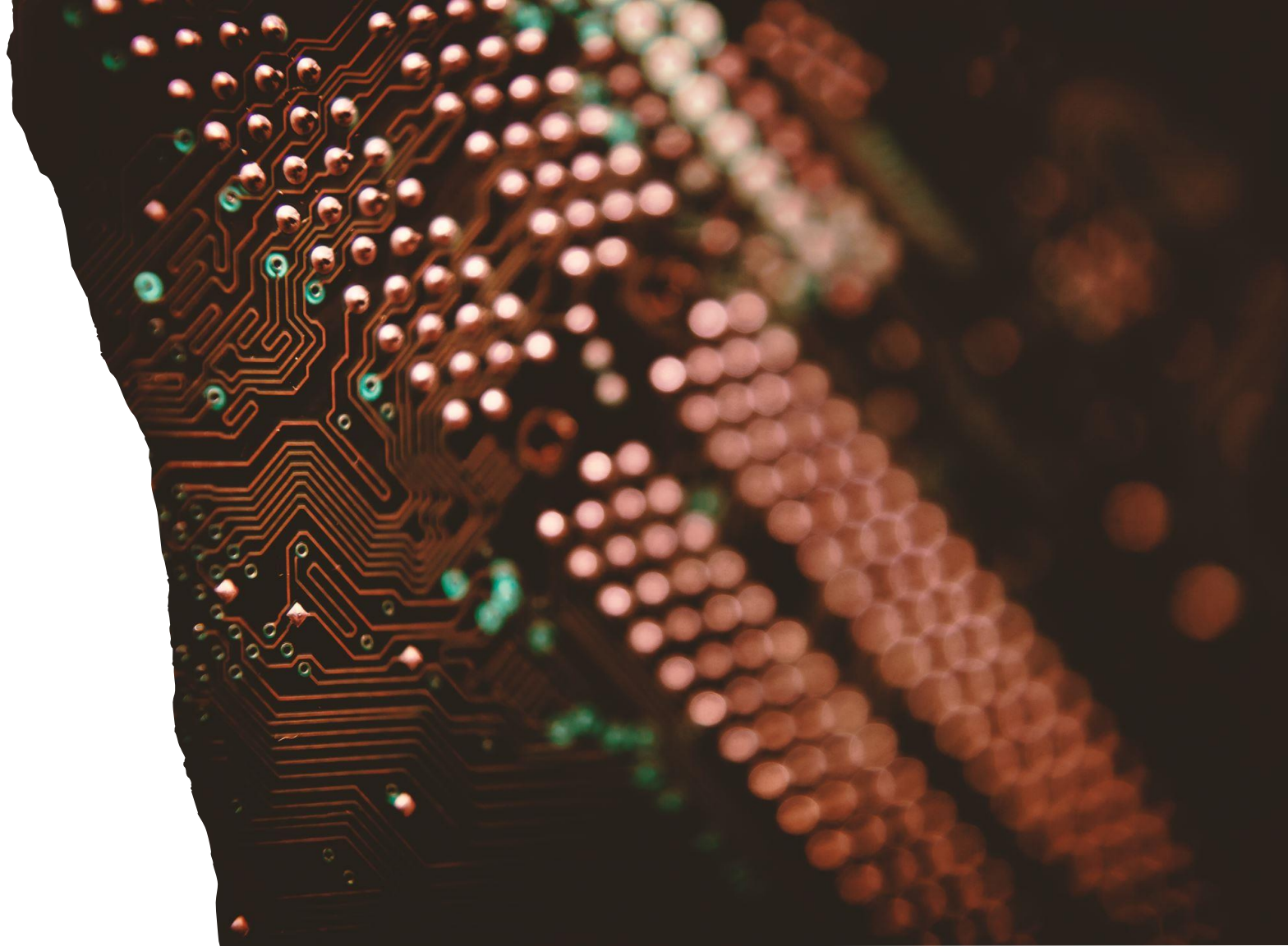
Make a [written request – the DPO recommends requiring written data requests]. You may make your request by [fill in how you will accept requests, e.g., mail, fax, or email. Also include whether requests should go to the Responsible Authority, a Designee, or someone else listed on page 4], using the data request form on page 6.

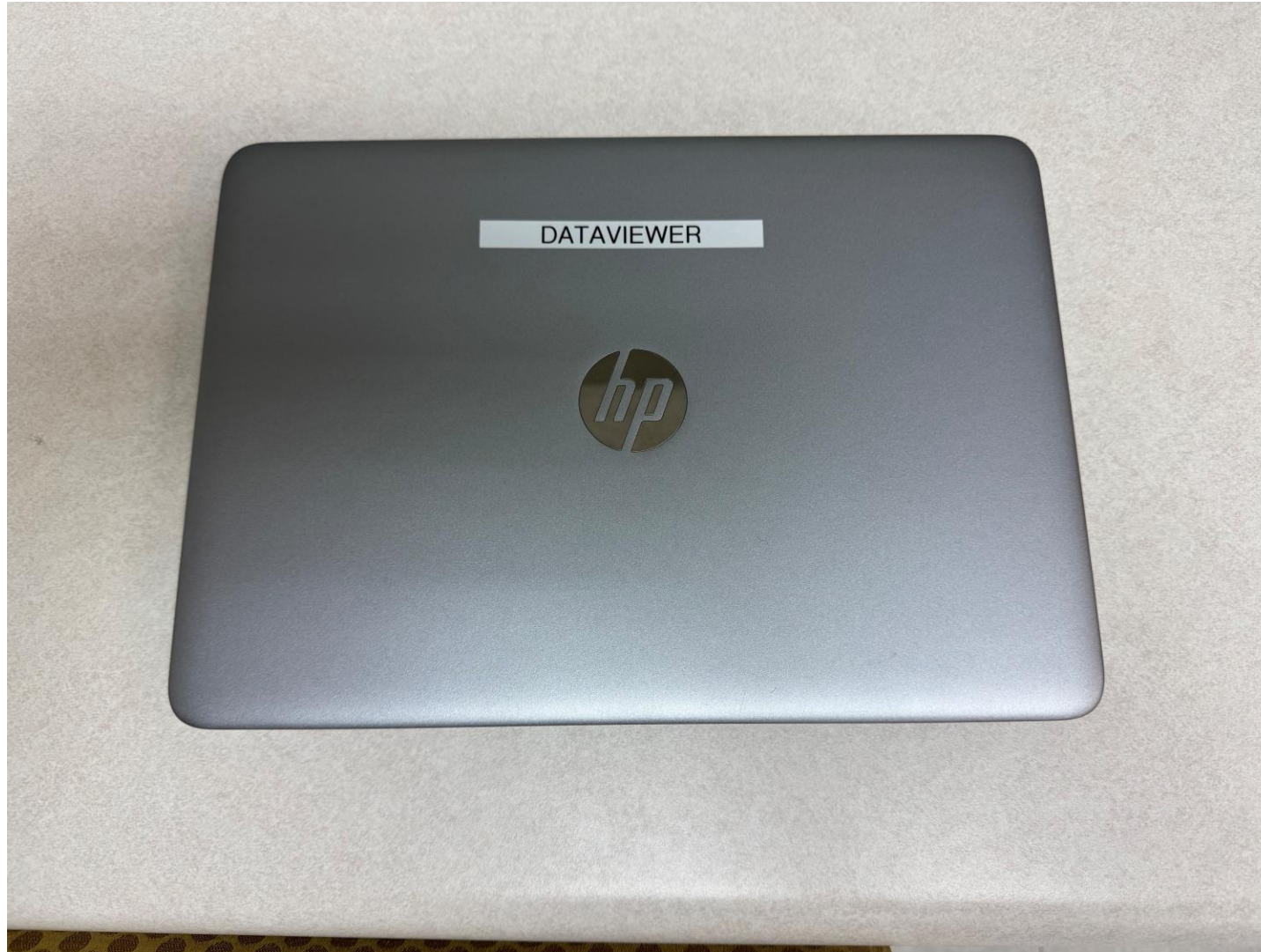
If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

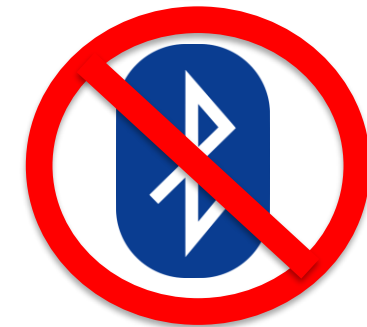
Digital Data Viewing





Secure Viewing

- Read only!
- Dedicated
- Limit device access
 - USB disabled
 - Network disabled
 - Bluetooth disabled



Employee Data Access



Shared folders or drives



Incorporate access in job descriptions



Data access form for each employee



Training



List work assignments in data inventory

Employee Access

Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
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Policies Save Your Bacon

- Ensures things are addressed in consistent way internally
- Informs public of your processes
- Violation of law to not have



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Interrogative Statements?

Contact us!
research@lmc.org
612-281-1200

Submit a question: <https://www.lmc.org/contact/submit-a-question/>