

Le Sueur County SWCD Data Practices Policy
March 10, 2026

(Policies for Members of the Public and Data Subjects)

Identification of Staff with Data Practices Responsibilities

Responsible Authority

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All data requests must be made to the Responsible Authority (RA) or designee. Regardless of which staff person actually manages a data request, the RA ultimately is responsible.

Setting Parameters for Data Requests

As stated in the Data Practices Policy for Members of Public and Data Practices Policy for Data Subject, individuals must make data requests in writing.

When an individual requests data about him/herself, or their minor children they must verify their identity.

Responding to Data Requests

Time frames

Le Sueur Soil and Water Conservation District (SWCD) will respond to data requests within ten business days. This does not mean that the SWCD cannot inform the requester it may take longer than 10 days to fulfill the request due to circumstances such as staff constraints or if the request will require significant staff time for separating public versus nonpublic data.

Fees

Fees are authorized under Minnesota State Statute 13.03, subdivision 3.

Unless specified in the SWCD fee schedule, the following general fees will be assessed for data requests.

1. Any data request that requires more than 30 minutes of staff time to compile will trigger the requester paying for the actual hourly wage and fringe cost of the employee(s) to compile the data request. *Note: Staff time spent separating and redacting public versus non-public data does not count toward the time calculation only time spent compiling the requested information.*
 2. In addition to charges for staff time compiling data requests, the following charges for data transmittal will be assessed.
 - Paper copies: 25 cents per page, or 50 cents for two-sided copy
 - Electronic data via flash drive: SWCD cost for flash drive depending on storage size
 - If the request is for copies of data that the SWCD cannot reproduce internally, such as photographs, requester will be charged actual cost paid to outside vendor.
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Data Transmittal Methods

No data will be released until appropriate fees are paid.

The SWCD will release information in the following ways:

1. On-site inspection (either electronically on county owned computer or visual inspection of paper copies).
 - a. There is no charge for individuals to come on site and inspect requested documents. However, fees will be charged if the request takes more than 30 minutes to compile, or if copies are requested.
2. Flash drives
3. Transmittal via an email address so long as data file is small enough to be transmitted.

Due to network security concerns, the SWCD will NOT release information by uploading information to external sources or transfer services (e.g. Google Drive, Drop Box, One Drive, etc.)

Creating and Reformatting of Data

The SWCD is NOT required to create new data or reformat data in a way the SWCD does not normally collect and maintain data.

If the SWCD chooses to create or reformat data to fulfill the request, the requestor will pay for actual staff time spent on the request.

Summary Data

Summary data means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

The SWCD will prepare summary data if a formal request is made in writing and the cost of preparing the summary data is paid for by the requestor. The SWCD is allowed to delegate the preparation of summary data.

The time to complete summary data requests will vary depending upon the request.

PUBLIC DATA REQUESTS

Submitting a Formal Data Request

A formal written data request must be submitted to the SWCD. The form can be located on the Le Sueur SWCD website.

The request for data should be submitted to the appropriate individual listed in the Data Practices Contacts.

The data request form can be hand delivered, or sent via mail, or email.

DATA SUBJECTS

Data about Individuals

Minnesota Statute Chapter 13 guides the SWCD on the release of personal information on data subjects.

The law outlines that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data.

Classification of Data on Individuals

The law presumes that all government data is public unless another law says that the data is not public. Data about individuals are classified by state law as public, private, or confidential. See below for some examples.

1. Public data: SWCD must provide public data to anyone who requests it.
 2. Private data: SWCD cannot give private data to the public, but SWCD can provide private data to individuals about themselves, or someone with proper permissions.
 3. Confidential data: Confidential data has the most protection. Neither the public nor individual can access even when the confidential data is about the individual.
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Rights under the Government Data Practices Act

Le Sueur SWCD will keep all government data in a way that makes it easy for individuals to access data about themselves. Data subjects have the following rights:

- **Access to Data**
 - Right to look at (inspect), free of charge, public and private data that SWCD maintains on individual.
 - Individuals also have the right to receive copies of public and private data, but the SWCD will charge for copies according to our fee schedule.
 - Also, if individual requests, the SWCD will inform if the data is classified public, private, or confidential.
 - In general, parents and legal guardians have the right to access public and private data about their minor children. However, minors do have legal rights to ask Le Sueur SWCD staff not to give data about them to their parents or guardian.
 - Minors will be informed of their rights. The SWCD may ask for formal requests in writing to include the reasons that County should deny parent and guardian access to the data. The SWCD will make the final decision about the request based on minors best interests.

- **Data Collection**
 - When the SWCD asks individuals to provide data about themselves that is not public, the SWCD will provide a Tennessee Warning. The notice controls what the SWCD will do with the data that is collected. The SWCD will ask for written permission if the SWCD needs to use or release private data, or if the data subject requests the release of information to another person. This permission is called informed consent. If an individual wants the SWCD to release data to another person, the individual must use the consent form provided by the SWCD.

- **Inaccurate and/or Incomplete Data**
 - Individuals have the right to challenge the accuracy and/or completeness of public and private data about themselves. Individuals also have the right to appeal SWCD decisions. Parents or guardians also have the right to challenge the data regarding their minor children.

Requests for Data Subjects

A formal written data request must be submitted to the SWCD to access individual data. The form can be located on the Le Sueur SWCD website.

The request for data should be submitted to the appropriate individual listed in the Data Practices Contacts.

The data request form can be hand delivered, or sent via mail, fax, or email.

Le Sueur SWCD requires proof of identity before the SWCD can respond to requests for data. If a parent or guardian is requesting data about a minor child, the parent/guardian must show proof the child is in their care.

SWCD Response to Data Requests

- The SWCD will respond within 10 days of the request, with the following potential responses:
 - If the request is unclear, the SWCD may ask the requester for clarification.
 - Request identity verification.
 - Don't have data requested.
 - Inform the requester data is confidential and not accessible and the reason why.
 - Inform the requester we have data requested and discuss how they want to receive data and any potential fees related to the request.