

## Le Sueur County SWCD Data Request Form: Data Subjects

Date of Request \_\_\_\_\_

To request information about yourself (data subject), you must prove your identity.

I am requesting access to data in the following way (Choose One)

Inspection

Paper copies

Inspection and paper copies

Data via flash drive

### **Fees**

- Note: Any request taking more than 30 minutes of staff time to compile may require a fee to be paid before information is released. The fee will be based on staff hours spent compiling the data request.
- Inspection is free, but SWCD will charge for paper copies and/or the cost of flash drive.

### **Requested Data**

Describe the data you request to be released. Be as specific as possible.

Name: \_\_\_\_\_

Parent/Guardian Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

If the requested data is not inspected or collected within 5 days of it being made available the County may suspend any further response.

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### **Proof of Identity**

Once the data request is received, SWCD staff will contact you within 10 days to verify your identity. Data will only be compiled and released after identity has been verified.

Valid Proof of Identity Includes:

- Drivers license
- Military identification
- Passport
- Minnesota ID card
- Minnesota Tribal ID card

If you are a parent or guardian requesting information about your minor child you must provide a valid ID along with either:

- A certified copy of the minor's birth certificate
- A certified copy of documents that establish the parent or guardian's relationship to the child, such as court orders, foster care contract, or affidavit or parentage.

If you are legal guardian for an individual and requesting information on that individual, you must verify your identity along with either:

- Court order
- Valid power of attorney