Policy for Ensuring the Security of Not Public Data

Legal requirement

The adoption of this policy by the Upper Minnesota River Watershed District (the “Watershed District”) satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in Watershed District’s Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee’s position description, or both, Watershed District’s policy limits access to not public data to employees whose work assignment reasonably requires access. Please direct all questions regarding this policy to the Upper Minnesota River Watershed District’s Responsible Authority (RA) / Data Practices Compliance Official (DPCO):

Name: Diane Radermacher
Address: 211 2nd Street SE, Ortonville, MN 56278
Phone number: 320-839-3411
Fax number: 320-839-3313

Procedures implementing this policy

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the Watershed District has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the Watershed District. To comply with the requirement in section 13.05, subd. 5, the Watershed District has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in Watershed District’s Data Inventory, the Responsible Authority (RA), the Data Practices Compliance Official (DPCO), the Watershed District’s Senior Leadership Team, and the Agency General Counsel may have access to all not public data maintained by the Watershed District if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessen warnings (see Minnesota Statutes, section 13.04) or
the Watershed District will obtain the individual’s informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the Watershed District, divisions may assign tasks by employee or by job classification. If a division maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the division will ensure that the not public data are secure. This policy also applies to divisions that share workspaces with other divisions within the Watershed District where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data.
- Password protecting employee computers and locking computers before leaving workstations.
- Securing not public data within locked work spaces and in locked file cabinets.
- Shredding not public documents before disposing of them.

Penalties for unlawfully accessing not public data

The Watershed District will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Data on Individuals
Maintained by the Upper Minnesota River Watershed District
2014

Adopted by the Upper Minnesota River Watershed Board

[10937-0010/1863585/1]
# Data Maintained by Upper Minnesota River Watershed District

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Description (Understandable to General Public)</th>
<th>Data Classification</th>
<th>Citation for Classification</th>
<th>Employee Work Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Information</td>
<td>Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury, if the data were released to the public</td>
<td>Private</td>
<td>Minn. Stat. § 13.37</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Civil Investigative Data</td>
<td>Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected</td>
<td>Confidential</td>
<td>Minn. Stat. § 13.39</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Social Security Numbers</td>
<td>Social Security numbers assigned to individuals</td>
<td>Private</td>
<td>Minn. Stat. §13.355</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Personnel Data</td>
<td>Data about employees, applicants, volunteers and independent contractors; labor relations information</td>
<td>Public</td>
<td>Minn. Stat. §13.43 179A.03, subd. 4</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Letters and electronic correspondence</td>
<td>Public</td>
<td>Various</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Advisory Council Member Data</td>
<td>Data pertaining to advisory council applicants and appointees.</td>
<td>Public</td>
<td>Minn. Stat. § 13.601</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Continuity of Operations</td>
<td>Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity.</td>
<td>Private</td>
<td>Minn. Stat. § 13.43, subd. 17</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
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<tr>
<td>Personal Contact and Online Account Information</td>
<td>Telephone number, email address and usernames and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual</td>
<td>Private</td>
<td>Minn. Stat. § 13.356</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Legislative Data</td>
<td>Preliminary drafts of legislative and budget proposals</td>
<td>Nonpublic</td>
<td>Minn. Stat. §13.605</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
<tr>
<td>Attorney Data</td>
<td>Data related to attorney work product or data protected attorney-client privilege</td>
<td>Private</td>
<td>Minn. Stat. § 13.393</td>
<td>Certain employees on an as needed basis as part of specific work assignments</td>
</tr>
</tbody>
</table>