



Guide for Requesting Information About You

This document also discusses your rights when government entities collect and keep information about you. This document is required by Minnesota Statutes, sections 13.025 and 13.03.

Data about You

The Data Practices Act (Minnesota Statutes, Chapter 13) says 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. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

Classification of Data about You

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data: We must give public data to anyone who asks; it does not matter who is asking for the data or why. The following is an example of public data about you: *if you are an employee of a government entity, the fact that you work for the entity, your job title, and your bargaining unit are public.*

Private data: We cannot give private data to the general public, but you have access when the data are about you. The following is an example of private data about you: *your social security number.* We can share your private data with you, with someone who has your permission, with Carver County staff who need the data to do their work, and as permitted by law or court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. The following is an example of confidential data about you: *if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential.* We can share confidential data about you with Carver County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Data Practices Act

Carver County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Your Access to Your Data: You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask Carver County not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When We Collect Data from You: When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

Protecting Your Data: Carver County protects your data. We have established appropriate safeguards to ensure that your data are safe.

When your Data are Inaccurate and/or Incomplete: You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data or request copies of data that Carver County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts document on pages 5-12. You may make your written request by mail, fax or email using the data request form on page 14.

If you choose not to use the data request form, your written request should include:

- that you are making a request under the Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject or data subject's parent/guardian.

Carver County may require proof of your identity before we respond to your request for data. If you are requesting data about your minor child, you may be asked to show proof that you are the minor's parent. If you are a guardian, you may be asked to show legal documentation of your guardianship.

How We Respond to a Data Request

Once you make your written request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you in writing within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is on page 7. We also will arrange for you to pre-pay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Data Practices Act to respond to questions that are not requests for data.

Carver County Data Practices Contacts

County Administration

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Kuktavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

County Administration

Attn: David Hemze, County Administrator
Carver County Government Center-Human Services Building
602 East Fourth Street
Chaska, MN 55318

Email: dhemze@co.carver.mn.us

Phone: 952-361-1510

County Commissioners

Each elected county commissioner is the Responsible Authority for their office.
(designated by Minnesota Administrative Rules 1205.0200 subp. 14 A)

Carver County Government Center-Human Services Building
602 East Fourth Street
Chaska, MN 55318

Gayle Degler (District 1), email: gdegler@co.carver.mn.us

Tom Workman (District 2), email: tworkman@co.carver.mn.us

Randy Maluchnik (District 3), email: rmaluchnik@co.carver.mn.us

Tim Lynch (District 4), email: tlynch@co.carver.mn.us

James Ische (District 5), email: jische@co.carver.mn.us

County Attorney

The Responsible Authority for Carver County Attorney's Office is:

Mark Metz, County Attorney
604 East Fourth Street
Chaska, Minnesota 55318

(designated by Minnesota Administrative Rules 1205.0200 subp. 14 A)

Carver County Attorney's Office

Carver County Government Center

Attn: Thom Haines, Data Practices Compliance Official

604 East Fourth Street

Chaska, MN 55318

Email: CCPrivacyOfficer@co.carver.mn.us

Phone: 952-361-1400

County Sheriff

The Responsible Authority for Carver County Sheriff's Office is:

Jason Kamerud, Carver County Sheriff

606 East Fourth Street

Chaska, Minnesota 55318

(designated by Minnesota Administrative Rules 1205.0200 subp. 14 A)

Carver County Sheriff's Office

Carver County Government Center

Attn: Jason Kamerud, Sheriff and Tamera Froemming, Administrative Services Manager

606 East Fourth Street

Chaska, Minnesota 55318

Email: jkamerud@co.carver.mn.us and tfroemming@co.carver.mn.us

Phone: 952-361-1212

Court Services/Probation

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koktavy, Assistant County Administrator

602 East Fourth Street

Chaska, Minnesota 55318

Court Services/Probation

Carver County Government Center

Attn: Eric Johnson, Court Services Director

MN First Judicial District

604 East Fourth Street

Chaska, MN 55318

Email: ejohnson@co.carver.mn.us

Phone: 952-361-1466

Employee Relations

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koltavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

Employee Relations

Carver County Government Center-Administration Building
Attn: Kerie Anderka, Employee Relations Director
600 East Fourth Street
Chaska, MN 55318

Email: employeerelations@co.carver.mn.us

Phone: 952-361-1525

Fax: 952-361-1536

Health and Human Services

The Responsible Authority for Carver County Health and Human Services is:

Rod Franks, Carver County Health and Human Services Director
602 East Fourth Street
Chaska, Minnesota 55318
(designated by Minn. Stat. § 13.46, subd. 10)

First Street Center

Attn: Tara Boettcher, Administration Services Supervisor
540 East First Street
Waconia, MN 55387

Email: tboettcher@co.carver.mn.us

Phone: 952-442-4437

To obtain copies of your medical records or for questions or concerns about the release of your health information, please contact First Street Center at 952-442-4437

Child and Family (includes services for Child Protection, Child and Adolescent Mental Health, Out of Home Placement, Placement Prevention and Unification, and School-Linked Collaborative Services)

Carver County Government Center
Attn: Michelle Selinger, Child and Family Manager
602 East Fourth Street
Chaska, MN 55318

Email: mselinge@co.carver.mn.us

Phone: 952-361-1600

Home and Community-Based Care (includes case management services, adult protection investigations and operates the Encore adult day services program)

Carver County Government Center
Attn: Brian Esch, Home and Community Based Care Manager
600 East Fourth Street
Chaska, MN 55318

Email: besch@co.carver.mn.us
Phone: 952-361-1999

Income Support

Carver County Government Center
Attn: Kate Probert, Income Support Manager
602 East Fourth Street
Chaska, MN 55318

Email: kprobert@co.carver.mn.us
Phone: 952-361-1713

Public Health

Carver County Government Center
Attn: Dr. Richard Scott, Deputy Division Director
600 East Fourth Street, 2nd Floor
Chaska, MN 55318

Email: rscott@co.carver.mn.us
Phone: 952-361-1329
Fax: 952-361-1360

To obtain copies of your medical records, or for questions or concerns about the release of your health information, please contact Public Health Records at 952-361-1329

Property and Financial Services

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koltavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

Financial Services

Carver County Government Center
Attn: Mary Kaye Wahl, Assistant Director of Financial Services
600 East Fourth Street
Chaska, MN 55318

Email: mwahl@co.carver.mn.us
Phone: 952-361-1511

Property Assessment

Carver County Government Center
Attn: Keith Kern, County Assessor
600 East Fourth Street
Chaska, MN 55318

Email: kkern@co.carver.mn.us
Phone: 952-361-1967

Land Records

Carver County Government Center
Attn: Kathy Smith, Land Records Manager
600 East Fourth Street
Chaska, MN 55318

Email: ksmith@co.carver.mn.us
Phone: 952-361-1930

Property Tax, Elections and License Centers

Carver County Government Center
Attn: Crystal Campos, Taxation Supervisor and Kendra Olson, Elections and Customer Service Supervisor
600 East Fourth Street
Chaska, MN 55318

Email: ccampos@co.carver.mn.us and kolson@co.carver.mn.us
Phone: 952-361-1910

Public Services

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koltavy, Assistant County Administrator
604 East Fourth Street
Chaska, Minnesota 55318

Environmental Services

Carver County Government Center
Attn: Greg Boe, Environmental Services Department Manager
600 East Fourth Street
Chaska, MN 55318

Email: gboe@co.carver.mn.us
Phone: 952-361-1800

Facility Services

Carver County Government Center
Attn: Jim Kuchelmeister, Facilities Department Manager
600 East Fourth Street
Chaska, MN 55318

Email: JKuchelmeister@co.carver.mn.us
Phone: 952-361-1584

Information Technology

Carver County Government Center
Attn: Pete Henschel, Chief Information Officer
604 East Fourth Street Chaska, MN 55318

Email: phenschel@co.carver.mn.us
Phone: 952.361.1549

Land Management

Carver County Government Center
Attn: Jason Mielke, Land Use Manager
600 East Fourth Street
Chaska, MN 55318

Email: jmielke@co.carver.mn.us
Phone: 952-361-1817

Library

Carver County Library, Chaska Library
Attn: Heidi Hoks, Library Director
3 City Hall Plaza
Chaska, MN 55318

Email: hhoks@co.carver.mn.us
Phone: 952-227-7601

Planning and Water Management

Carver County Government Center
Attn: Paul Moline, Department Manager
600 East Fourth Street
Chaska, MN 55318

Email: PMoline@co.carver.mn.us
Phone: 952-361-1825

Public Works (includes Parks)

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koltavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

Public Works

Attn: Francis Kerber, Administrative Services Manager
11360 Hwy 212, Suite 1
Cologne, MN 55322

Email: carvercountypw@co.carver.mn.us
Phone: 952-466-5200

Veteran Services Office

The Responsible Authority for Veteran Services Office is:

Daniel Tengwall, Veteran Services Office
(designated by Minn. Stat. 197.603)
Carver County Government Center
Attn: Daniel Tengwall, Veteran Services Officer
600 East Fourth Street
Chaska, MN 55318

Email: dtengwall@co.carver.mn.us
Phone: 952-361-442-2323

Note: Nick Koltavy, Assistant County Administrator, is the Data Practices Responsible Authority for any data administered outside of the office of the elected officials for Carver County or as otherwise designated by statute. Thomas Haines, Assistant County Attorney, is the Compliance Official for all data administered outside of the office of the elected officials for Carver County or administered by Responsible Authorities otherwise designated by statute. Nick Koltavy or Thomas Haines will update this page from time to time with department specific contact information to assist data requestors. Other changes to this document require County Board approval.

Copy Costs – Data Subjects

Carver County

Minnesota Statutes, section 13.04, subdivision 3 allows Carver County to charge for copies of data. You must pay for any charges of the copies before we give them to you.

Actual Cost of Making the Copies

In determining the actual cost of making paper or electronic copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.) and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Carver County will charge the requestor the cost of employee time to search for data, retrieve data, and make copies. The cost for employee time will be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form – Data Subjects

Carver County

Date of request: _____

To request data as a data subject, you may be asked for proof of identity.

I am requesting access to data in the following way:

Note: Inspection is free, but Carver County charges for copies.

Inspection

Copies

Both Inspection and Copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data Subject Name: _____

Parent/Guardian Name (if applicable): _____

Address: _____

Phone Number: _____ Email address: _____

Signature of Data Subject or Parent/Guardian: _____

Staff Verification

Identification provided: _____