



# City of Chanhassen

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## **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 Statute 13.05, subdivision 8.*

## 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 data or why. *Examples of the public data about you include (if you are an employee of a government entity) the fact that you work for the entity and your job title are public.*

**Private Data:** We cannot give private data to the general public, but you have access when the data are about you. *An example of private data about you is your social security number.* We can share your private data with you, with someone who has your permission, with City of Chanhassen 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 access even when the confidential data are about you. *An example of confidential data about you is if you file a complaint with a government entity concerning violations of state law or city ordinance concerning the use of real property, your identity is confidential.* We can share confidential data about you with City of Chanhassen staff who need the data to do their work, and as permitted by law or court order.

## Your Rights under the Data Practices Act

The City of Chanhassen 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 requesting copies.

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

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 sometime called a Tennessen warning. This 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 you 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.

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.

## **Data Practices Contacts**

The Assistant City Manager is the Data Practices Responsible Authority and Compliance Official for all data issues not assigned by statute to someone else. Contact information listed in this document will be updated as needed.

Contact:

Assistant City Manager  
Jake Foster  
PO Box 147, 7700 Market Blvd.  
Chanhassen, MN 55317  
952-227-1118  
[jfoster@ci.chanhassen.mn.us](mailto:jfoster@ci.chanhassen.mn.us)

For Request Related to: Finance, Utility Billing, Property Assessments, contact:

Utility Billing Clerk  
Ashley McGovern  
PO Box 147, 7700 Market Blvd.  
Chanhassen, MN 55317  
952-227-1142  
[amcgovern@ci.chanhassen.mn.us](mailto:amcgovern@ci.chanhassen.mn.us)

*Adopted by the Chanhassen City Council on August 13, 2012.*