



Minnesota State System Office Data Inventory

This document identifies the name, title, and address of the Responsible Authority for Minnesota State Colleges and Universities system office and describes private or confidential data on individuals maintained by the Minnesota State system office (see Minn. Stat. 13.05 and Minn. Rules 1205.1200). This document is also part of the Minnesota State system office's measures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the Minnesota State system office's Responsible Authority, Data Practices Compliance Official, Senior Leadership Team, and the General Counsel will also have access to all not public data on an as-needed basis as part of specific work assignments.

This document only covers the data maintained by the system office and does not cover data maintained by the thirty-one institutions that comprise Minnesota State Colleges and Universities.

The Responsible Authority for the Minnesota State system office is:

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Direct all questions about this document to the Data Practices Compliance Official (DPCO) for the Minnesota State system office:

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Data Maintained by the Minnesota State Colleges and Universities System Office

Category of Data	Classification	Description (Understandable to general public)	Definition Found at:	Authorized Recipients
Security Data	Private Or Confidential	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	Minn. Stat. 13.37	Employees with a need to know
Civil Investigation Data	Confidential or Public	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Minn. Stat. 13.39	Employees with a need to know
Social Security Numbers	Private	Social Security numbers assigned to individuals	Minn. Stat. 13.355	Employees with a need to know
Personnel Data	Public, Private, or Confidential	Data about employees, applicants, volunteers and independent contractors	Minn. Stat. 13.43	Employees with a need to know
Labor Relations Information	Public, Private, or Confidential	Data related to collective bargaining agreements and related processes	Minn. Stat. 13.67	Employees with a need to know
Correspondence	Public, Private, or Confidential	Letters and electronic correspondence	Various Sections of Minn. Stat. 13	Employees with a need to know

Continuity of Operations	Private	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.	Minn. Stat. 13.43, subd. 17	Employees on an as needed basis as part of specific work assignments
Attorney Data	Private Confidential	Data related to attorney work product or data subject to the attorney-client privilege	Minn. Stat. 13.393	Employees with a need to know
Legislative Data	Nonpublic	Preliminary drafts of legislative and budget proposals	Minn. Stat. 13.605	Employees with a need to know
Educational (Student) Data	Private Public	Data that relates to a student	Minn. Stat. 13.32 20 U.S.C. § 1232g; 34 CFR Part 99	Employees with a legitimate educational interest or as otherwise set forth in Minn. Stat. 13.32 and FERPA.
Responses to Requests for Proposals	Private Public	Responses submitted are private until the responses are opened. All other data on individuals are private until completion of the evaluation process. If all responses are rejected prior to completion of the evaluation process, all data, other, other than that made public at the opening, are private until re-solicitation or abandonment of the grant.	Minn. Stat. 13.599	Employees with a need to know
Employee expense reports	Public Private	Expense reimbursement requests	Minn. Stat. 13.43	Employees with a need to know

Government services transactions data	Private	Credit card, charge card, debit card and other electronic transactions	Minn. Stat. 16A.626	Employees with a need to know
Employee Personnel Records	Private Public	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions.	Minn. Stat. 13.43	Employees with a need to know
Employment Applicant records	Public Private	Completed assessments and results, related documentation, and application forms	Minn. Stat. 13.43	Employees with a need to know
Internal Audit Data	Public, Private, Confidential	Data created, collected and maintained for the purpose of performing audits and/or relating to an audit or investigation; Working papers gathered or generated until the final report is published or audit becomes inactive	Minn. Stat. 13.392 Minn. Stat. 13.43 Minn. Stat. 13.37	Employees with a need to know
Computer Use and Access Data	Private	Electronic Access Data and Cookies as defined in Minn. Stat. 13.15	Minn. Stat. 13.15	Employees with a need to know
Fiscal Data	Public	Approved budgets, expenditures, revenues, open encumbrance, and vendor related contracts	Various Sections	Minnesota State Fiscal Data is public information
Personal Contact and Online Account Information	Private	Data Collected for Subscriptions, Notifications, and List-Servs	Minn. Stat. 13.356	Employees with a need to know