



MINNESOTA STATE

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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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 |

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| 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 |

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| 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 |