



TWIN LAKES STEM ACADEMY
Data Practices Request Policy
Policy 132

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, data storage cloud, USB devices, photographs, etc.

The Data Practices Act also provides that Twin Lakes STEM Academy must keep all government data in a way that makes it easy for the general public to access public data. You have the right to inspect, free of charge, all public data kept by the school. You also have the right to receive copies of public data. The Data practices Act allows us to charge for copies. You have the right to view public data, free of charge, before deciding to request copies.

How to Submit A Public Data Request

To view public data or request copies of public data kept by the school, we require a written request. Please address your request for public data to the appropriate individual listed under Data Practices Contacts in this policy. You may submit your written request via mail by using the Data Request Form in this policy. If you choose not to use Data Request Form, your written request should include the following:

- That you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Whether you would like to look at the data, receive copies of the data, or both; and
- A clear description of the data that you would like to inspect or receive copies of.

Twin Lakes STEM Academy may not require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you would like the school to proceed with the request, we may need some information from you. If you choose to not provide any identifying information, we will provide you with contact information so that you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving a written request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect requested data, for free, if your request is to look at the data, or
 - Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide



electronic copies upon request if we keep the requested data in electronic format. Information about copy charges is located later in this document. We will also arrange for you to pre-pay for any copies.

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 have the data, or to provide data in a specific 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 the data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Twin Lakes STEM Academy will prepare summary data if you make your request in writing and prepay for the cost of creating the data. Upon receiving your written request, we will respond within a reasonable amount of time, within 10 business days in most circumstances, with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts:

Responsible Authority

Moussa Cisse
Twin Lakes STEM Academy
6201 Noble Ave N
Brooklyn Center, MN 55429
Main Office: 763-338-9373
Fax: 763-205-2474
Email: moussa.cisse@twinlakesacademy.org

Data Practices Designee(s) Board Chair

Jeremy Gharineh
Twin Lakes STEM Academy
6201 Noble Ave N
Brooklyn Center, MN 55429
Main Office: 763-338-9373
Fax: 763-205-2474
Email: jeremy.gharineh@twinlakesacademy.org

Data Practices Compliance Official

Jason Stockwell
Twin Lakes STEM Academy
6201 Noble Ave N
Brooklyn Center, MN 55429



Main Office: 763-338-9373

Fax: 763-205-2474

Email: jason.stockwell@twinlakesacademy.org

Copy Costs to Members of the Public

Twin Lakes STEM Academy charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

We do not charge for copies if the cost is less than \$10. In the event that the cost of copies exceeds \$10, you must pay for the copies before we will give them to you and the price will be calculated as follows:

For 100 or Fewer Paper Copies – 25 Cents Per Page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies—Actual Cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, USB, 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.

The cost of employee time to search for data, retrieve data, and make copies is \$15.00 per hour. 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.



Twin Lakes STEM Academy School Data Request Form

Date of Request by Member of the Public: _____

I request access to data in the following manner:

Note: Inspection is free, but Twin Lakes STEM Academy charges for copies when the cost is over \$10.00.

_____ Inspection _____ Copies _____ Both Inspection and Copies

_____ Other (Please Specify): _____

Data Requested:

Note: Describe the requested data as specifically as possible.

Contact Information:

Name(s):

Address:

Phone Number:

Email Address:

Other Relevant Information:

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. Twin Lakes STEM Academy will respond to your request as soon as reasonably possible.

Adopted 12/17/19

Revised 4/28/25