

Minnesota Office of Higher Education

Txoj Cai Nug Txog Ntaub Ntawv Txog Koj Tus Kheej (Data Subject Policy)

Raws li Minnesota Statutes §13.025 thiab §13.03 yuav tsum muaj cov ntaub ntawv qhia no.

Cov Ntaub Ntawv Hais Txog Koj

Txoj cai Minnesota Government Data Practices Act (Minn. Stat. §13) muab cov cai tseem ceeb rau txhua tus tib neeg thiab txhua lub koom haum thaum tsoom fwm sau, tsim, los sis khaws cov ntaub ntawv hais txog lawv. “Government data” yog ib lo lus uas txhais tias txhua yam ntaub ntawv uas tau sau tseg uas lub Office of Higher Education (OHE) tau tsim, sau, khaws cia, los sis tuav cia rau kev ua hauj lwm. Daim ntawv no piav txog koj cov cai thiab qhia tias koj yuav siv tau li cas.

Hom Ntaub Ntawv Hais Txog Koj (raws li koj yog ib tus neeg los sis yog ib lub koom haum)

Lo lus “individual” txhais tau tias yog ib tug tib neeg. Cov ntaub ntawv hais txog ib tug neeg uas tsis yog ntaub ntawv pub rau pej xeeb saib yuav muab faib ua ob hom pawg: ntiag tug (private) los sis tiv thaiv zais cia (confidential). Lo lus entity txhais tias tej zaum yuav yog ib lub lag luam, ib lub tuam txhab, ib lub chav lag luam, los sis ib pab pawg, tsis yog ib tug tib neeg. Cov ntaub ntawv hais txog ib lub koom haum uas tsis yog ntaub ntawv pub rau pej xeeb saib yuav muab faib ua ob hom pawg: nonpublic los sis protected nonpublic.

- **Cov ntaub ntawv pej xeeb (Public data):** Txoj cai muab xam hais tias txhua yam ntaub ntawv yog ntaub ntawv pej xeeb, tshwj tsis yog tias txoj cai hauv xeeb los sis txoj cai ntawm tsoom fwm teev tseg hais tias cov ntaub ntawv ntawd tsis pub rau pej xeeb pom. OHE yuav tsum muab cov ntaub ntawv rau ib leej twg uas tau thov txog saib; txawm leej twg thov los xij, thiab txawm thov saib ua dab tsi los xij.
- **Cov ntaub ntawv uas tsis pub rau pej xeeb pom (Not Public data):** Yog ib lo lus txhais tau tias cov ntaub ntawv yog tib neeg ntiag tug li, tsis pub pej xeeb pom, ceev cia, los sis cov ntaub ntawv uas muaj kev tiv thaiv zais cia.
- **Cov ntaub ntawv ntiag tug/koom haum cov ntaub ntawv (Private/Nonpublic data):** Cov ntaub ntawv ntiag tug yog hais txog ib tug neeg twg; cov ntaub ntawv uas tsis yog pej xeeb li feem ntau yog koom haum cov. OHE muab tsis tau cov ntaub ntawv ntiag tug los sis koom haum cov ntaub ntawv rau pej xeeb tib neeg pom, tiam sis koj muaj cai pom yog tias cov ntaub ntawv hais txog koj. Lwm tus uas pom tau cov ntaub ntawv ntiag tug/tsis yog rau pej xeeb uas hais txog koj yog cov neeg uas koj tau muaj kev tso cai, cov neeg ua hauj lwm ntawm tsoom fwm los sis cov neeg muaj ntawv cog lus uas lawv txoj hauj lwm uas yuav tsum tau cov ntaub ntawv ntawd, thiab lwm tus uas txoj cai los sis lub tsev hais plaub tso cai rau.
- **Cov ntaub ntawv tiv thaiv zais cia/cov ntaub ntawv koom haum muaj kev tiv thaiv (Confidential/Protected Nonpublic data):** Cov ntaub ntawv tiv thaiv zais cia yog tib neeg pej xeeb cov ntaub ntawv; cov ntaub ntawv koom haum muaj kev tiv thaiv yog cov koom haum teej tug. Cov ntaub ntawv no muaj kev tiv thaiv siab tshaj plaws thiab tsis tso cai rau tib neeg thiab cov koom haum pom. Txawm cov ntaub ntawv hais txog koj thiaj tsis yog los xij, txwv tsis muaj leej twg pom tau. OHE tsuas muab cov ntaub ntawv ceev cia hais txog koj rau cov neeg ua hauj lwm ntawm tsoom fwm los sis cov neeg ua hauj lwm rau tsoom fwm uas lawv txoj hauj

lwm yuav tsum tau pom cov ntaub ntawv ntawd, thiab lwm tus uas txoj cai los sis kev txiav txim ntawm tsev hais plaub tso cai pom xwb.

OHE muaj cai sau thiab khaws cov ntaub ntawv hais txog koj (yog ib tus neeg los sis ib lub koom haum) thaum muaj laj thawj txaus raws li txoj cai, thiab OHE yuav tsum khaws cov ntaub ntawv kom nrhiav tau yooj yim. Cov ntaub ntawv hais txog koj yuav muab faib ua hom pawg public, private, los sis confidential, thiab qhov muab faib uas pawg li no yuav txiav txim seb leej twg yuav muaj cai pom tau cov ntaub ntawv ntawd.

Koj Cov Cai Raws Li Minnesota Government Data Practices Act

Yog tias OHE muaj cov ntaub ntawv hais txog koj, thiab cov ntaub ntawv ntawd tuaj yeem paub tias yog koj, ces lawv muaj koj hu ua tus “data subject.” OHE tsuas sau thiab khaws cov ntaub ntawv hais txog cov data subject xwb yog tias OHE xav tau cov ntaub ntawv ntawd los tswj thiab khiav nws cov kev pab cuam. Raws li tus data subject, koj muaj cai raws li hauv qab no:

Nkag mus saib cov ntaub ntawv hais txog koj: Koj muaj cai saib txhua yam ntaub ntawv rau pej xeeem thiab cov ntaub ntawv ntiag tug uas OHE khaws cia txog koj yam tsis tau them nqi. Koj kuj muaj cai tau cov ntaub ntawv luam tawm ntawm cov ntaub ntawv rau pej xeeem thiab cov ntaub ntawv ntiag tug hais txog koj, tiam sis txoj cai lij choj Data Practices Act pub peb muaj ib tug nqi los them rau kev luam tawm. Koj muaj cai saib cov ntaub ntawv ua ntej koj thov kom muaj cov ntawv luam. Yog koj nug, OHE yuav qhia koj tias puas muaj cov ntaub ntawv hais txog koj thiab seb cov ntaub ntawv ntawd yog public, private, los sis confidential.

- Raws li ib leej niam leej txiv, koj muaj cai saib thiab tau cov ntaub ntawv luam ntawm cov ntaub ntawv pej xeeem thiab cov ntaub ntawv ntiag tug uas hais txog koj cov me nyuam uas hnuv nyoog yau dua 18 xyoos. Raws li ib tug neeg uas raug tsa raws cai los saib xyuas, koj muaj cai saib thiab tau cov ntaub ntawv luam ntawm cov ntaub ntawv pej xeeem thiab cov ntaub ntawv ntiag tug uas hais txog tus neeg uas koj raug tsa los saib xyuas.
- Cov me nyuam hnuv nyoog yau dua 18 xyoos muaj cai thov kom OHE tsis txhob muab cov ntaub ntawv ntiag tug hais txog lawv rau lawv niam lawv txiv los sis tus neeg saib xyuas. Thaum ua ib qhov kev thov zoo li no, tus me nyuam hnuv nyoog yau dua 18 xyoos yuav tsum sau ib daim ntawv los thov thiab qhia qhov laj thawj uas OHE yuav tsum tsis pub rau leej niam leej txiv los sis tus neeg saib xyuas pom cov ntaub ntawv ntawd. Tus me nyuam yuav tsum xa qhov kev thov no mus rau Data Practices Compliance Official los ntawm kev xa ntawv, fax, los sis email uas siv tib qhov chaw tiv tauj uas teev nyob rau seem tiv tauj ntawm daim nplooj ntawv 6. OHE yuav yog tus los txiav txim kawg txog qhov kev thov ntawm tus me nyuam raws li qhov zoo tshaj plaws rau tus me nyuam.
- Cov neeg laus uas muaj ib tus neeg uas raug tsa raws cai los saib xyuas lawv muaj cai thov kom OHE txhob muab cov ntaub ntawv ntiag tug uas hais txog lawv rau tus neeg saib xyuas. Thaum ua ib qhov kev thov zoo li no, tus data subject yuav tsum sau ib daim ntawv los thov thiab piav qhov laj thawj uas OHE yuav tsum tsis pub tus neeg raug tsa raws cai saib xyuas los pom cov ntaub ntawv ntawd. Tus data subject yuav tsum xa qhov kev thov no mus rau Data Practices Compliance Official los ntawm kev xa ntawv, fax, los sis email uas siv tib qhov chaw tiv tauj uas

teev nyob rau seem tiv tauj ntawm daim nplooj ntawv 6. OHE yuav yog tus los txiav txim kawg txog qhov kev thov ntawm tus data subject raws li qhov tsim nyog rau tus data subject.

Thaum OHE khaws cov ntaub ntawv uas koj yog tus muab rau lawv: Thaum OHE nug kom koj muab cov ntaub ntawv ntiag tug los sis cov ntaub ntawv ceev cia hais txog koj, OHE yuav tsum muab ib daim ntawv ceeb toom txog peb cov kev coj ua txog kev ceev cov ntaub ntawv ntiag tug rau koj. Daim ntawv ceeb toom no piav txog yam uas OHE ua nrog cov ntaub ntawv uas peb tau los ntawm koj. Feem ntau, OHE tsuas siv thiab muab cov ntaub ntawv ntawd los tso tawm raws li tau piav hauv daim ntawv ceeb toom xwb. OHE yuav thov kom koj sau ib daim ntawv tso cai yog tias tsim nyog kom siv los sis tso tawm tej ntaub ntawv ntiag tug uas hais txog koj tso tawm uas siv lwm txoj kev, los sis yog koj thov kom OHE muab koj cov ntaub ntawv rau lwm tus. Qhov kev tso cai no hu ua informed consent.

Kev tiv thaiv cov ntaub ntawv uas hais txog koj: Txoj cai lij choj Minnesota Government Data Practices Act hais kom OHE yuav tsum tiv thaiv cov ntaub ntawv ntiag tug thiab cov ntaub ntawv ceev cia uas hais txog koj uas yog tus data subject. OHE tau teeb tsa tej kev tiv thaiv kom zoo los xyuas kom meej tias cov ntaub ntawv hais txog koj muaj kev nyab xeeb. Yog muaj ib qho xwm txheej tsis zoo uas OHE paub tias muaj kev txhaum rau kev ruaj ntseg thiab muaj ib tus neeg uas tsis tau tso cai tau nkag mus saib cov ntaub ntawv ntiag tug los sis cov ntaub ntawv ceev cia hais txog koj, OHE yuav ceeb toom rau koj raws li txoj cai hais kom ua.

Thaum cov ntaub ntawv hais txog koj tsis raug thiab/los sis tsis muaj tag nrho: Koj muaj cai tawm tsam tias cov ntaub ntawv rau pej xeem thiab cov ntaub ntawv ntiag tug hais txog koj tsis raug thiab/los sis tsis muaj tag nrho. Koj kuj muaj cai foob kom rov qab xyuas peb qhov kev txiav txim los ntawm kev ua raws kev txheej txheem piav tseg hauv txoj cai lij choj Minn. Stat. §13.04 qeb. 4. Yog koj yog ib tug me nyuam hnuv nyoog yau dua 18 xyos, koj niam koj txiv los sis tus neeg saib xyuas koj muaj cai tawm tsam txog cov ntaub ntawv hais txog koj thiab.

Yuav Ua Li Cas Thiaj Thov Tau Cov Ntaub Ntawv Hais Txog Koj

Yog koj xav saib los sis thov luam cov ntaub ntawv uas OHE tau khaws cia txog koj, koj tus me nyuam uas muaj hnuv nyoog yau dua 18 xyos, los sis ib tug neeg uas koj raug tsa raws cai los saib xyuas, koj yuav tsum mus thov rau ntawm Data Practices Compliance Official. **Koj yuav tsum sau ib daim ntawv mus thov cov ntaub ntawv ntawd.** Sau ib tsab email suav tias yog ib tsab ntawv thov thiab. Thaum koj ua koj qhov kev thov, koj yuav txais ib lo lus teb lees txog koj qhov kev thov li ob hnuv ua hauj lwm. Yog koj tsis tau txais ib lo lus teb ntawm ob hnuv ua hauj lwm, tiv tauj rau Data Practices Compliance Official ntawm 651-642-0567, nias 9 ces nias 0.

Koj siv tau daim ntawv thov uas nyob rau nplooj ntawv 7, tiam sis koj tsis tas yuav siv daim ntawv thov ntawd. Yog koj tsis siv daim ntawv ntawd los thov cov ntaub ntawv, koj qhov kev thov yuav tsum muaj:

- Tias koj tab tom ua ib qho kev thov raws li txoj cai lij choj Data Practices Act (Minn. Stat. §13), raws li ib tug data subject, rau cov ntaub ntawv hais txog koj.
- Ib qho kev piav qhia kom meej txog cov ntaub ntawv uas koj xav tau.

- Seb koj puas xav xyuas cov ntaub ntawv, xav tau cov ntawv luam tawm, los sis ob yam tib si.
- Cov ntaub ntawv txheeb xyuas uas yog pov thawj tias koj yog tus data subject, los sis yog niam yog txiv/tus neeg raug tsa raws cai los saib xyuas tus data subject yog koj tab tom thov cov ntaub ntawv ntiag tug/tsis yog rau pej xeeem.

OHE xaj kom yuav tsum muaj tau pov thawj los txheeb xyuas koj ua ntej lawv yuav teb tau koj qhov kev thov cov ntaub ntawv ntiag tug. Ib yam hauv qab no siv tau los ua pov thawj: daim npav tsav tsheb ntawm lub xeev, daim npav ua tub rog, phau ntawv hla teb chaws ntawm koj lub teb chaws, daim npav txheeb xyuas ntawm lub xeev/tribal, los sis (rau cov me nyuam uas muaj hnuv yug yau dua 18 xyos) daim npav kawm ntawv. Rau cov niam cov txiv los sis tus neeg raug tsa raws cai saib xyuas ib tug me nyuam uas hnuv nyoo yug yau dua 18 xyos, yuav tsum muaj daim npav txheeb xyuas uas muaj duab uas tseem siv tau (tib hom uas tau teev saum toj no) thiab ib daim ntawv pov thawj uas luam tawm raws li daim ntawv yug me nyuam uas muaj ntawv pov thawj tseeb, los sis ib daim ntawv pov thawj uas luam tawm txog cov ntaub ntawv uas qhia txog niam txiv los sis tus neeg saib xyuas txoj kev sib raug rau tus me nyuam (piv txwv li kev txiav txim ntawm lub tsev hais plaub, daim ntawv cog lus saib xyuas hauv foster care, los sis daim ntawv affidavit of parentage). Rau tus neeg raug tsa raws cai saib xyuas ib tug neeg laus, yuav tsum muaj daim npav txheeb xyuas uas muaj duab uas tseem siv tau (tib hom uas tau teev saum toj no) thiab ib daim ntawv pov thawj uas luam tawm txog daim ntawv pov thawj raug tsa saib xyuas (piv txwv li kev txiav txim ntawm lub tsev hais plaub los sis daim ntawv tso cai los ntawm kws lij choj).

OHE Yuav Teb Li Cas Rau Qhov Kev Thov Rau Cov Ntaub Ntawv

Thaum koj ua ib qhov kev thov, Data Practices Compliance Official yuav teb li ob hnuv ua hauj lwm los lees paub tias lawv tau txais koj qhov kev thov thiab tab tom tshuaj xyuas. Lawv qhov kev teb yuav yog tib hom kev sib txuas lus uas koj siv xa koj qhov kev thov tuaj, tshwj tsis yog tias koj tau qhia lwm hom kev sib txuas lus nyob hauv koj qhov kev thov. Yog koj tsis tau txais ib lo lus teb hauv ob hnuv ua hauj lwm, tiv tauj rau Data Practices Compliance Official ntawm 651-642-0567, nias 9 ces nias 0.

- Yog koj daim ntawv thov tsis qhia meej tias koj thov cov ntaub ntawv dab tsi, OHE yuav nug kom koj piav kom meej ntxiv.
- Yog OHE tsis muaj cov ntaub ntawv ntawd, OHE yuav ceeb toom rau koj paub hauv 10 hnuv ua hauj lwm.
- Yog OHE muaj cov ntaub ntawv ntawd, tiam sis cov ntaub ntawv yog confidential hais txog koj los sis confidential/private hais txog lwm tus, OHE yuav ceeb toom rau koj paub hauv 10 hnuv ua hauj lwm. Nyob rau hauv nws qhov kev teb, OHE yuav qhia txog cov cai tshwj xeeb tias yog vim li cas koj yuav saib tsis tau cov ntaub ntawv ntawd.
- Yog OHE muaj cov ntaub ntawv ntawd, thiab cov ntaub ntawv yog pej xeeem los sis ntiag tug hais txog koj, OHE yuav teb rau koj qhov kev thov hauv 10 hnuv ua hauj lwm.
- Yog tias koj thov txog cov ntaub ntawv ua muaj ntau yam ceev cia, OHE tsuas xa tau ib feem zuz zus txog thaum xa txhua yam tiav hlo rau koj.
- OHE yuav teb koj qhov kev thov los ntawm ib qho hauv qab no:
 - Teem ib hnuv, sij hawm, thiab qhov chaw kom koj tuaj saib cov ntaub ntawv yam tsis muaj nqi them, los sis

- Muab cov ntaub ntawv luam tawm xa rau koj hauv 10 hnuv ua hauj lwm. Koj xaiv tau seb koj yuav tuaj nqa cov ntawv luam los sis seb koj xav kom OHE muab xa rau koj. OHE tuaj yeem muab tau cov ntawv ceev cia electronic yog tias koj thov txog thiab lawv kuj muab xa tau rau koj yog tias OHE tau muab khaws tseg ua hom ntawd.

Tom qab OHE tau tso cai rau koj mus saib cov ntaub ntawv hais txog koj tus kheej lawm, OHE muaj cai txwv koj tsis tau saib cov ntaub ntawv ntawd ntev li ntawm 6 lub hlis, tshwj tsis yog muaj kev sib hais plaub txog cov ntaub ntawv ntawd los sis OHE tau sau los sis tsim tej ntaub ntawv tshiab uas hais txog koj.¹ Txoj cai lij choj Data Practices Act tsis yuam kom OHE qhia txog cov ntaub ntawv tshiab rau koj lub sij hawm los teb koj qhov kev thov yog tias thaum ntawd OHE twb tsis muaj cov ntaub ntawv ntawd, los sis muaj cov ntaub ntawv ua ib hom ntawv txawv uas koj tsis tau thov saib txog. Yog OHE pom zoo los tsim cov ntaub ntawv ntawd kom ncaj rau lub sij hawm koj tau thov saib, lawv mam li muab txuas mus rau koj qhov kev thov, thiab neb mam li tham kom haum txog tus nqi thiab lub sij hawm yuav saib.

Koj kuj ua tau ib qhov kev thov hu ua standing request rau cov ntaub ntawv hais txog koj. Standing request yog cov kev thov saib ntaub ntawv uas ntu zus uas yuav siv sij hawm ncuu ntev. Standing request yuav tas sij hawm tom qab peb lub hlis, thiab txhua yam nqi uas yuav tsum tau them yuav tsum them kom tag ua ntej peb lub hlis ntawd xaus, thiab ua ntej yuav tauj dua qhov standing request txuas ntxiv.

Cov Nqi Luam Rau Tus Data Subjects

Tej zaum OHE kuj yuav rub nqi luam ntawv txog koj tus kheej rau koj them. Thaum los xam txog tus nqi, OHE yuav suav txog lub sij hawm siv ntawm tus neeg ua hauj lwm los luam thiab xa cov ntaub ntawv ntawd, tus nqi ntawm cov khoom uas peb siv los luam (ntawv, CD, DVD, thiab lwm yam), thiab tus nqi xa ntawv xws li daim ntawv nplaum ntawm lub hnab xa ntawv (yog muaj). Tus nqi raug them yuav xam los ntawm kev them nyiaj raws xoj moos rau tus neeg ua hauj lwm uas tau nyiaj hli tsawg tshaj, ntxiv rau 20% nyiaj pab dej siab. Txhua yam nqi yuav tsum them ua ntej OHE luam cov ntaub ntawv los sis muab cov ntaub ntawv ntawd rau koj.

- OHE yuav tsis muab nqi rau cov ntawv luam yog tias tus nqi kwv yees tsawg dua \$10.00.
- OHE tsis muaj nqi los xyuas cov ntaub ntawv los sis cais cov ntaub ntawv los ua ntawv rau pej xeem los sis tsis yog rau pej xeem.
- Thaum cov ntaub ntawv hais txog ib tug data subject lawm OHE yuav tsis rub nqi rau lub sij hawm los tshawb thiab nrhiav cov ntaub ntawv.

¹ Subject to FERPA requirements, if applicable

Ntaub Ntawv Tiv Tauj Txog Cov Txheej Txheem Tuav Ntaub Ntawv

Xa txhua qhov kev thov rau ntawm:

Kev Xa Ntawv:

Data Practices Compliance Official
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Fax: 651-642-0675, attention Data Practices Compliance Official, sau hauv qab, “Data Request – public” ntawm thawj daim ntawv

Tus Email rau Data Practices Compliance Official, hauv qab, sau rau ntawv qhov subject line ntawm tsab email “Data Request – data subject” datarequest.ohe@state.mn.us

Tus Neeg Muaj Cai Tswj Xyuas

Dennis Olson Jr., Commissioner

Tus Data Practices Compliance Official

Andrew Wold, General Counsel

Minnesota Office of Higher Education
Daim Ntawv Thov Cov Ntaub Ntawv Rau Tus Data Subject

Lub Npe:	Hnub Tim:	
Qhov Chaw Nyob:		
Nroog:	Xeev:	Zip:
Tus Xov Tooj:	Email:	

Nco tseg: Koj tsis tas yuav muab cov ntaub ntawv saum toj no. Tiam sis, OHE tej zaum yuav txheeb xyuas tsis tau koj tus kheej los muab cov ntaub ntawv ntiag tug rau koj yog tsis muaj cov ntaub ntawv tiv tauj los sis hom ntawv pov thawj uas yuav tsum muaj.

Thov piav qhia cov ntaub ntawv uas koj tab tom thov kom OHE muab rau koj hauv lub thawv hauv qab no:

_____ Tshuaj Xyuas _____ Ntawv Luam _____ Ob Yam Tib Si, tshuaj xyuas thiab luam

Txoj cai lij choj MS § 13.04, qeb. 3, tso cai rau OHE rub ib tug nqi los pab them cov nqis luam ntawv. Yuav tsum them ua ntej yuav tau txais cov ntaub ntawv luam ntawd.