



Policy #46 Data Practices Policy

Adopted by St. Cloud Math & Science Academy Board of Education: June 1, 2014

I. PURPOSE

The purpose of this policy is to ensure compliance with the Minnesota Government Data Practices Act.

II. GENERAL STATEMENT OF POLICY

St. Cloud Math & Science Academy complies with all data practices requests in accordance with federal, state, and local laws. St. Cloud Math & Science Academy will not release data considered private or nonpublic unless required by applicable law.

III. RESPONSIBILITY

The School's Administrative Assistant is responsible for fulfilling data practices requests.

All requests for St. Cloud Math & Science Academy's data must be sent in writing to the individual identified above who will review the request to determine whether the request is for public/non-private data and may be honored. All requests will be honored in a reasonable manner and time frame and in accordance with and as allowed by applicable federal, state, and local laws.

St. Cloud Math & Science Academy may charge a fee for fulfilling such requests, as allowed by law. An estimate of the charge will be provided upon request.