

# ESSENTIALS OF DATA PRACTICES FOR RESPONSIBLE AUTHORITIES

July 20, 2022 | MCIT Building, St. Paul, or Virtual

Responsible authorities under the Minnesota Government Data Practices Act (MGDPA) have the duty to ensure that their government entities comply with the Act's requirements of transparency, data privacy and data security. This seminar, led by Minnesota Department of Administration Data Practices Office staff, provides responsible authorities and their designees with the foundation they need to take on the duties of the Act, as well as offers best practices to assist in day-to-day MGDPA administration.

*This is the same program presented in June 2019.*

## SEMINAR DETAILS

- July 20, 2022
- In person: MCIT Building, 3rd floor, 100 Empire Dr., St. Paul
- Virtual option: Limited interaction available
- 8:30 a.m., in-person check in; 9 a.m.-3:30 p.m., training program
- In-person fee: \$65 per person for MCIT members (nonmembers, \$105 per person), includes materials, lunch and refreshments\*
- Virtual fee: \$35 per person, includes digital materials
- Presenters from Minnesota Department of Administration Data Practices Office are Taya Moxley-Goldsmith, director; and Katie Bealka, policy analyst
- Event questions (content, special accommodations): Contact Heather Larson-Blakestad at [hblakestad@mcit.org](mailto:hblakestad@mcit.org) or 1.866.547.6516, ext. 6430
- MCIT will apply for CLEs.

## REGISTER TODAY

- Register online at [MCIT.org/training-calendar/](https://www.mcit.org/training-calendar/). Complete the registration form there for in-person attendance or follow the link to register for virtual attendance. *Attendees will receive an invoice for the registration amount. Please do not send payment until receiving the invoice.*
- Registration questions (cancellation, confirmation, payment) should be directed to MCIT at [registration@mcit.org](mailto:registration@mcit.org) or 1.866.547.6516.

## TOPICS COVERED

**Minnesota Government Data Practices Act basics:** Overview of the duties of a responsible authority and data compliance officer, and the basic definitions of data and data classifications

**Policies and procedures:** Developing data access and security policies and procedures, maintaining data inventories, and working with elected officials and staff to ensure MGDPA compliance

**Responding to data requests:** Best practices for responding to data requests under the MGDPA, including:

- Denying access
- Managing complex requests
- Separating private and public data
- Recovering costs

- Managing nonpublic data on minors
- Creating summary data
- Requesting a temporary classification of data
- Special considerations for personnel data

**Accuracy and completeness challenges:** Overview of the accuracy and completeness challenge process and best practices for responding to a challenge

**Data breach requirements—investigation and notification:** Discussion of the definition of "data breach" under the MGDPA, breach investigation and notification requirements, and annual comprehensive security assessments

## WHO SHOULD ATTEND?

This seminar is specifically designed for individuals designated as a public entity's responsible authority and the responsible authority's designee. An individual may be the responsible authority if he or she is the:

- County administrator or coordinator
- County auditor
- County attorney
- Sheriff
- SWCD district manager
- Joint powers executive director
- Social services director
- Veterans services officer
- Other elected official
- Person designated by the governing board to be the responsible authority



MCIT Training Event

\*Cancellation Policy: Individuals registered for the program will not be billed for cancellations received at least one week prior to the first session (by July 13, 2022). Cancellations received after this deadline will be billed for the entire registration fee.