

Essentials of DATA PRACTICES for Responsible Authorities



AUG. 19, 2026
Park Event Center, St. Cloud Area



Individuals designated as responsible authorities under the Minnesota Government Data Practices Act (MGDPA) are tasked with the duty of ensuring that their government entities comply with the Act's requirements for 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.

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

SEMINAR DETAILS

- Aug. 19, 2026
- Park Event Center, 500 Division St., Waite Park
- 8:30 a.m., registration;
9 a.m.-3:30 p.m., training program
- \$90 per person for MCIT members (nonmembers, \$130 per person), includes materials, lunch and refreshments*
- Presenters are from the Minnesota Department of Administration's Data Practices Office
- Questions about the event: contact Heather Larson-Blakestad at hblakestad@mcit.org or 1.866.547.6516, ext. 6430
- MCIT will apply for CLEs.

CANCELLATION POLICY: Registration cancellations received by Aug. 4, 2026, will receive a full refund. No refund will be issued for cancellations received after that date.



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

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Register online at [MCIT.org/events](https://mcit.org/events).
Payment by credit card is required at time of registration.