

Faribault County

Data Practices Policies

Access to Data on Minors by Parents

It is the policy of Faribault County to comply with Minnesota Rule 1205.0500. The terms of that rule and any subsequent revisions of said rule are to be considered incorporated into this policy the same as if fully set forth herein.

A Parent may request private data maintained by Faribault County on the Parent's child.

Faribault County may deny parental access to private data when the minor, who is the subject of that data, requests that access be denied or when other state or federal law so provides.

Minors from whom data is collected shall be provided with a notification that the minor has the right to request that parental access to private data be denied. The minor may be required to submit a written request that the data be withheld. The written request shall set forth the reasons for denying parental access and shall be signed by the minor.

Upon receipt of such a request, Faribault County shall determine if honoring the request to deny parental access would be in the best interests of the minor data subject. In making that determination Faribault County will be guided by at least the following:

- (1) Whether the minor is of sufficient age and maturity to be able to explain the reasons for and to understand the consequences of the request to deny access;
- (2) Whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- (3) Whether there is ground for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- (4) Whether the data in question is of such a nature that disclosure of it to the parent could lead to physical or emotional harm to the minor data subject; and
- (5) Whether the data concerns medical, dental, or other health services provided pursuant to Minnesota Statutes sections 144.431 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

Faribault County will not deny Parents access to data that is considered to be an "educational record" as that term is defined in the Code of Federal Regulations, title 45, Part 99, unless the minor to whom the data pertains is enrolled as a full-time student in a postsecondary educational institution or the student has attained the age of 18.

Data Practices Contacts

Responsible Authority

Cameron Davis, Faribault County Attorney
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Data Practices Compliance Official(s) and Designee(s)

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Amanda Shoff, Central Services / Human Resources
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Copy Costs – Data on Minors by Parents

Faribault County charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

***Minnesota Statute language and department specific fees may apply. MN Statute--357.18 County Recorder 197.63 Veterans Services Office.*

Actual Cost of Making the Copies

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, CD, DVD, 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 make copies is based on the hourly rate of the employee. 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.

For black and white, letter or legal-size paper copies, the cost is 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

**Faribault County
Data Request Form
Access to Data on Minors by Parents**

Date of request: _____

To request data as a parent of a minor, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: inspection is free, but Faribault County will charge for copies as indicated on page 5.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

We will respond to your request within 10 business days.

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID and/or V.A. Veterans Identification Card (V.I.C.)
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.