

Data on Individuals
Maintained by the City of Spring Lake Park
March 2021

This document identifies the name, title and address of the Responsible Authority for the City of Spring Lake Park and describes private or confidential data on individuals maintained by the City of Spring Lake Park (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Spring Lake Park's procedures for ensuring that not public data are only accessible to individuals whose work assignments reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City of Spring Lake Park's Responsible Authority, Department Heads, and the City Attorney will also have access to all not public data on an as needed basis as part of a specific work assignment.

City of Spring Lake Park's Responsible Authority is:

Daniel R. Buchholtz
Administrator, Clerk/Treasurer
1301 81st Avenue NE
Spring Lake Park, MN 55432

Direct all questions about this document to the City of Spring Lake Park's Data Practices Compliance

Official (DPCO):
Daniel R. Buchholtz
Administrator, Clerk/Treasurer
1301 81st Avenue NE
Spring Lake Park, MN 55432

Data Maintained by the City of Spring Lake Park

The following data are maintained by the City of Spring Lake Park

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Security information	Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass or physical injury if the data were released to the public	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Security features of building plans	Security features of building plans, building specification and building drawings of City owned facilities and non-City-owned facilities leased by the City	Nonpublic	MS 13.64, subd. 2(a)	Certain employees on an as needed basis as part of specific work assignments
Civil investigative data	Data that are collected in order to start or defend a pending civil legal action or because a civil legal action is expected	Confidential Private	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
Social Security numbers	Social Security numbers assigned to individuals	Private	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
Personnel data	Data about employees, applicant, volunteers and independent contractors	Public Private Confidential	MS 13.43 MS 179A.03, subd. 4	Certain employees on an as needed basis as part of specific work assignments
Employee personnel records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions	Public Private	MS 13.43	Administration employees on an as needed basis as part of specific work assignments
Sick and vacation leaves	Employee leaves, reasons for sick leave use	Private	MS 13.43, subd 4	Administration employees on an as needed basis as part of specific work assignments

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Applicant records	Completed assessments and results, related documentation, application forms	Public Private	MS 13.43	Administration employees on an as needed basis as part of specific work assignments
Examination Data	Completed versions of personnel or licensing examinations.	Private Confidential	13.34	
Payroll W-2s	Records of employee payroll deductions	Private	MS 13.43 MS.13.355	Administration employees on an as needed basis as part of specific work assignments
Miscellaneous payroll reports	Annual, monthly and bi-weekly payroll reports (deductions, insurance, union dues, new hires, etc)	Private	MS 13.43, subd. 4, 5	Administration employees on an as needed basis as part of specific work assignments
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DEED, DES)	Private	MS 13.43, subd. 4 MS 13.355	Administration employees on an as needed basis as part of specific work assignments
Payroll – bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	MS 13.43, subd 4	Administration employees on an as needed basis as part of specific work assignments
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	MS 13.43, subd. 4	Administration employees on an as needed basis as part of specific work assignments
W9 and 1099 Forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	MS 13.355 MS 13.43, subd. 4	Administration employees on an as needed basis as part of specific work assignments

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Drug and Alcohol Test Results	With respect to public sector employees and job applicants	Private	MS 181.954 49 CFR 382.405	Certain employees on an as needed basis as part of specific work assignments
Public Employees Retirement Association Data	The home address, date of birth, direct deposit account number and tax withholding data of individual beneficiaries and survivors of members	Private	MS 13.63	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments
Labor relations information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position	Private Confidential	MS 13.37, subd. 1(a)	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) and negotiation teams on an as needed basis as part of specific work assignments
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments
Workers compensation information	Records of billings and reports from LMCIT for employees who receive workers compensation benefits	Private	MS 13.43	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments

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Medical Data	Medical data of city employees disclosed for the purposes of administering benefit programs	Private	MS 13.384, subd. 3 MS 13.387	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as needed basis as part of specific work assignments
Elected Officials Correspondence	Correspondence between individuals and elected officials. May be made public by either the author or any recipient	Private	13.601	Certain employees on an as needed basis as part of specific work assignments
Advisory council member data	Data pertaining to advisory council applicants and appointees	Public Private Confidential	MS 13.601	Certain employees on an as needed basis as part of specific work assignments
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity	Private	MS 13.43, subd. 17	Certain employees on an as needed basis as part of specific work assignments
Personal contact and online account information	Telephone number, email address and usernames and passwords collected, maintained or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual.	Private	MS 13.356	Certain employees on an as needed basis as part of specific work assignments
Legislative Data	Preliminary drafts of ordinances, resolutions and budget proposals	Nonpublic	MS 13.605	Certain employees on an as needed basis as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	MS 13.393	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Assessor's Data	Data on sale sheets from private MLS organizations where the contract with the organization requires that the data not be made available to the public Income property data (detailed income and expense figures; average vacancy factors; verified net rentable areas or net usable areas; anticipated income and expenses; projected vacancy forms; lease information) Income information on individuals collected for purposes of determining eligibility of property under class 4d Social Security numbers and Federal Employer identification numbers on Certificates of Value, homestead applications and other documents.	Private Nonpublic	MS 13.51 MS 375.192 MS 272.115 MS 273.124	Certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Request for Proposals (RFPs) and request for bids	Public Private	MS 13.591	Certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Trade secret data in response to Request for Proposal (RFP) and requests for bids	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Government services transactions data	Credit card, charge card, debit card and other electronic transaction information (name of cardholder and last 4 digits of a credit card, charge card, or debit card)	Private	MS 16A.626	Administration, Public Utility and Park and Recreation Employees on an as needed basis as part of specific work assignments
Real property appraisal data	Estimated or appraised values of individual parcels of real property that are made by personnel or contractors of the City or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation	Confidential Public	MS 13.44, subd. 3(a); 3(c)	Certain employees on an as needed basis as part of specific work assignments
Cancelled checks	Cancelled city checks	Private	MS 13.46	Administration employees on an as needed basis as part of specific work assignments

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Checks received and banking documents	Checks processed for deposit to city bank accounts, NSF checks, ACH transactions and bank wires	Private	MS 13.46	Administration employees on an as needed basis as part of specific work assignments
Group Auto Self-Insurance Claims Data	Claims data, either as to single claims or total claims of an individual, except that it may be disclosed to authorized personnel of the City in order to administer a health benefit program	Private Nonpublic	MS 471.617	Certain employees on an as needed basis as part of specific work assignments
Real property appraisal data	Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchases who have received an offer to purchase their property from the City	Public Private	MS 13.44, subd. 3(b); 3(c)	Certain employees on an as needed basis as part of specific work assignments
Trade Secret Information	Government data that includes a formula, pattern, compilation, program, device, method, technique or process that is (1) supplied by an individual or organization; (2) subject to efforts by the individual or organization to maintain secrecy of the information; and (3) derives independent actual or potential economic value by not being known to or accessible to the public through lawful means.	Nonpublic	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Business/Corporate Data	Specific data collected from a business requesting financial assistance: credit reports, financial statements, net worth calculation, business plan income and expense projections, balance sheets, customer lists, income tax returns, design, market and feasibility studies not paid for with private funds	Private Nonpublic	MS 13.48 MS 13.591 MS 446A.04	Employees/Consultants administering business subsidy programs
Data Practices Requests	Requests for access to data maintained by the City	Public Private	MS 13.03, subd 1	Certain employees on an as needed basis as part of specific work assignments
Absentee ballots	Sealed absentee ballots	Private	MS 13.37, subd 2	Administration employees on an as needed basis as part of specific work assignments

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Candidate filings statements	Name, address and race filed for, candidate may request to have address private based on safety, additional paper filed lists address	Private	MS 204B.06	Administration employees on an as needed basis as part of specific work assignments
Voter registration applications	Information provided by voters to register including name, address, date of birth, driver's license number and/or last four digits of social security number	Private	MS 201.071	Administration employees on an as needed basis as part of specific work assignments
Voter registration lists	List of registered voters (contains date of birth)	Private	MS 201.091	Administration employees on an as needed basis as part of specific work assignments
Liquor License applications	Liquor licenses, includes social security number	Private	MS 13.03, subd 1; MS 13.41, subd 5	Administration employees on an as needed basis as part of specific work assignments
Complaint	Identity of individuals who register zoning violations	Confidential	MS 13.44, subd. 1	Administration employees on an as needed basis as part of specific work assignments
Municipal Obligation Register Data		Private Nonpublic	MS 475.55	Certain employees on an as needed basis as part of specific work assignments
Hazardous materials	Information with respect to the ownership of municipal obligations Data relating to exposure to hazardous substances	Private Nonpublic	MS 145.94	Certain employees on an as needed basis as part of specific work assignments
Social Recreation Data	The name, address, telephone number and any other data that identifies the individual and any data which describes the health or medical condition of the individual, family relationships, living arrangements and opinions as to the emotional makeup or behavior of individuals enrolling in recreational or social programs	Private	MS 13.548	Parks and Recreation employees on an as needed basis as part of specific work assignments

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Rentals	Letter or other documentation from any person who makes inquiry to or who is contacted by the facility regarding the availability of the facility for staging events, identity of firms and corporations which contact the facility, type of event which they wish to stage in the facility, suggested terms of rentals, response of authority staff to these inquiries, and exhibitor data.	Private Nonpublic	MS 13.55	Parks and Recreation and Administration employees on an as needed basis as part of specific work assignments
Accident reports	Officers report of an accident investigation required by state law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries, and drawing of accident with description	Private Confidential	MS 169.09, subd. 9, 13	Police Department employees on an as needed basis as part of specific work assignments
Arrest records (in part)		Private	MS 13.85, subd 2 MS 13.82, subd 2	Police Department employees on an as needed basis as part of specific work assignments
Adult case files	Written reports of investigation or action taken by officer. Reports regarding criminal investigations and non-criminal action taken or investigated, including miscellaneous reports, criminal offense reports and supporting documents	Public Private Confidential	MS 13.82, subd. 7, 17	Police Department employees on an as needed basis as part of specific work assignments
Arson	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential Nonpublic	MS. 13.82, subd. 7, 17 MS 299F.055	Police Department employees on an as needed basis as part of specific work assignments
Child abuse – maltreatment of minors	Substantiated reports -- records maintain by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report; unsubstantiated reports	Private Confidential	MS> 626.556, subd. 7, 11 (repealed 2020) MS 13.82, subd. 7, 8, 9	Police Department employees on an as needed basis as part of specific work assignments

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Criminal case files	Pleadings, law enforcement reports, complaints, memos, correspondence and transcripts, court service reports, victim statements, and reports issued by sexual predator programs	Private Confidential	MS 13.393 MS 13.82 MS 13.87 MS 13.821 MS 13.84 MS 609.3471 MS 626.556 MS 626.557	Administration employees on an as needed basis as part of specific work assignments; City Attorney
Criminal research, attorney work product	City Attorney opinion letters, memos and briefs	Confidential		Administration employees on an as needed basis as part of specific work assignments; City Attorney
Criminal records	Convenience copy from BCA, NCIC-FBI, or NLETS	Public Private	MS 13.87	Police Department employees on an as needed basis as part of specific work assignments
Firearm application/permit	All data related to applicant to obtain and/or carry a handgun	Private	MS 13.87, subd 2 MS 624.714, subd. 14	Police Department employees on an as needed basis as part of specific work assignments
Firearm permit litigation	Civil investigation litigation involving city, including pleadings, briefs, research, correspondence, attorney work product	Private Confidential	MS 13.393 MS 13.39	Police Department employees on an as needed basis as part of specific work assignments; City Attorney
Investigations	Active – cases involved in an ongoing investigation	Confidential	MS. 13.82, subd. 2, 6, 7	Police Department employees on an as needed basis as part of specific work assignments

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Investigations	Inactive – identities of certain persons in closed cases concluded by prosecution, investigative conclusions, or being outdated by a certain period	Public Private	MS 13.82, subd. 17	Police Department employees on an as needed basis as part of specific work assignments
Juvenile case files	All information dealing with involvement of juveniles in criminal activity incidents prior to age 18. Also included non-criminal activity involvement in any matter pending investigation by law enforcement. Includes pleadings, law enforcement reports, citations, petitions, memos, correspondence, briefs, transcripts, evaluations, test results, treatment records, therapist’s reports, medical records, written, audio-taped or video-taped information; child protection intake or screening notes, victim statements, addresses and phone numbers, court services reports, and reports issued by sexual predator programs	Private Confidential	MS 13.82, subd. 2, 17 MS 13.821 MS 13.84 MS 260B.163 MS 260B.171 MS 260C.171 MS 626.556	Police Department employees on an as needed basis as part of specific work assignments; City Attorney
Liquor license data	License applicant social security number	Private	MS 13.355	Administrator; Receptionist/Typist, Executive Assistant and Police Department employees on an as needed basis as part of specific work assignments
Officer investigative progress reports	Deliberative processes or investigative techniques, final opinion or justification, officer’s views.	Confidential	MS 13.82, subd. 25	Police Department employees on an as needed basis as part of specific work assignments
Property lists	Description of stolen, lost or recovered property	Private	MS. 13.82, subd. 20	Police Department employees on an as needed basis as part of specific work assignments

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Radio/dispatch logs	Documents relating to calls taken by dispatcher and referred to police department	Private Confidential	MS 13.82	Police Department employees on an as needed basis as part of specific work assignments
Shift activity report	Summary of department activity occurring during a supervisor's shift	Private Confidential	MS 13.82 MS 13.85	Police Department employees on an as needed basis as part of specific work assignments
Warrant files	Arrest warrant exists until taken into custody, served or appear before court	Confidential	MS 13.82, subd 19	Police Department employees on an as needed basis as part of specific work assignments
Warrants for intercepting communications	Court warrant approving interception of wire or oral communication	Confidential	MS 626A.06, subd 9	Police Department employees on an as needed basis as part of specific work assignments