New River Medical Center
1013 Hart Boulevard
Monticello, MN 55362
763-295-2945

# Right to Access Public Data
## *Members of the Public*

New River Medical Center, a political subdivision of the State of Minnesota, complies with the Data Practices Act. The following information outlines how members of the public can make a data request and how New River Medical Center will respond to a data request.

### I. Right to Access Public Data

The Data Practices Act (Minnesota Statues, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that New River Medical Center must keep all government data in a way that makes it easy for members of the public to access public data. You have the right to look at (inspect), free of charge, all public data New River Medical Center keeps. You also have the right to get copies of public data. The Data Practices Act allows New River Medical Center to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

### II. How to Make a Data Request

To look at data or request copies of data that New River Medical Center keeps, make a written request to the appropriate individual listed in section *V. Data Practices Contacts* and use the *Data Request Form – Members of the Public* which is attached. You may make a written request for data by mail or fax using the *Data Request Form – Members of the Public*.

If you choose not to use the *Data Request Form – Members of the Public*, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

New River Medical Center cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want New River Medical Center to process your request (if, for example, you want New River Medical Center to mail you copies of data), we may need some information about you. If you choose not to give any identifying information, New River Medical Center will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, New River Medical Center will not be able to begin processing your request.

### III. How New River Medical Center Responds to a Data Request

Upon receiving a written request for data, New River Medical Center will work to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.

- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is in section *VI. Copy Costs – Members of the Public*.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require New River Medical Center to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, New River Medical Center is not required to create electronic documents to respond to your request.) If New River Medical Center agrees to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Data Practices Act does not require New River Medical Center to answer questions that are not requests for data.

**IV. Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. New River Medical Center will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request on the *Data Request Form – Members of the Public,* which is attached, we will respond within ten business days with the data or details of when the data will be ready and how much New River Medical Center will charge.

**V. Data Practices Contacts – New River Medical Center**

**Responsible Authority / Data Practices Compliance Official**
Lynn Wieczorek
1013 Hart Boulevard
Monticello, MN 55362
Phone: 763-271-1365
Fax: 763-271-2299
Lynn.Wieczorek@newrivermedical.com

**Data Practices Designee – Members of the Public**
Joni Pawelk
1013 Hart Boulevard
Monticello, MN 55362
Phone: 763-271-2385
Fax: 763-271-2299
Joni.Pawelk@newrivermedical.com

## VI. Copy Costs – Members of the Public

New River Medical Center charges members of the public for copies of government data. These charges are authorized under Minnesota Statues, section 13.03, subdivision 3(c).

- **For 100 or Few Paper Copies – 25 Cents Per Page**
  100 or fewer pages of black and white, letter or legal size paper copies will be charged at 25 cents per one-sided copy or 50 cents per two-sided copy.

- **Most Other Types of Copies – Actual Cost**
  The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

  In determining the actual cost of making copies, New River Medical Center factors in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing cost (if any). If your request is for copies of data that New River Medical Center cannot reproduce in house, 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 search for data, retrieve data, and make copies is $15.00 per hour. 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 charges at a higher salary/wage.

New River Medical Center
1013 Hart Boulevard
Monticello, MN 55362
763-295-2945

# Data Request Form – Members of the Public

**Date of request:** _____

**Contact Information:**

Your Name: _____

Address: _____

Phone number: _____ Email address: _____

*You do not have to provide any of the above contact information. However, if you want New River Medical Center to mail you copies of the data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.*

**I am requesting access to data in the following way:**
Note: inspection is free but New River Medical Center charges for copies.

**[ ]** Inspection **[ ]** Copies **[ ]** Both inspection and copies

**These are the data I am requesting:**
Note: Describe the data you are requesting as specifically as possible. If you need more space, please use an additional page.

*New River Medical Center will respond to your request as soon as reasonably possible.*