

ST. CROIX PREPARATORY ACADEMY

Adopted: November 15, 2011

Revised:

100 : DATA PRACTICES

I. PURPOSE

The purpose of this policy is ensure compliance with the Minnesota Government Data Practices Act.

II. GENERAL STATEMENT OF POLICY

St. Croix Preparatory Academy complies with all data practices requests in accordance with federal, state, and local laws. St. Croix Preparatory Academy will not release data considered private or nonpublic unless required by applicable law.

III. RESPONSIBILITY

Ms. Gillian Dosse (gdosse@stcroixprep.org) is responsible for fulfilling data practices requests.

All requests for St. Croix Preparatory Academy's data must be sent in writing to the individual identified above who will review the request to determine whether the request is for public/nonprivate data and may be honored. All requests will be honored in a reasonable manner and time frame and in accordance with and as allowed by applicable federal, state, and local laws.

St. Croix Preparatory Academy may charge a fee for fulfilling such requests, as allowed by law. An estimate of the charge will be provided upon request.