

# ASPEN ACADEMY

*Adopted: December 20, 2011*

*Revised:*

*Reviewed: November 1, 2016*

## **534 DATA PRACTICES**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. RESPONSIBILITY**

The Director or designee ([office@aspenacademymn.org](mailto:office@aspenacademymn.org)) is responsible for fulfilling data practices requests.

All requests for Aspen 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.

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