

Data on Individuals
Maintained by the City of Rochester
March, 2015

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

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

City of Rochester's Responsible Authority is:

Aaron S. Reeves, City Clerk
201 4th Street SE, Room 135
Rochester, MN 55904

Direct all questions about this document to the City of Rochester's Data Practices Compliance Official:

Aaron S. Reeves, City Clerk
201 4th Street SE
Rochester, MN 55904
Phone: 507-328-2900
Fax: 507-328-2901
e-mail: areeves@rochestermn.gov

Data Maintained by the City of Rochester

The following data is maintained by the City of Rochester

| Name of Record, File, Process, Form or Data Type | Description (Understandable to General Public) | Data Classification | Citation for Classification | Employee Work Access |
|--|---|---|-----------------------------|--|
| Applicant Records | Completed assessments and results, related documentation, and application forms | Public Private | MSS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Attorney Data | Data related to attorney work product or data protected by attorney-client privilege | Private | MS 13.393 | Certain employees on an as needed basis as part of specific work assignments |
| Benefits Enrollment Forms | Employees' medical, dental, deferred compensation, etc. election forms | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Building Permit Applications | Data received from individuals during the process of applying for building permits | Public Non-Public | MS 13.37 | Certain employees on an as needed basis as part of specific work assignments |
| City Council Member data | Data pertaining to City Council members | Public Private Confidential | MS 13.601 | Certain employees on an as needed basis as part of specific work assignments |
| Claims | Claims filed by or against the city | Public Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Complaints by citizens | The identity of individuals who register complaints with government entities concerning violations of state laws or local ordinances concerning the use of real property. | Confidential; the data becomes public when submitted to a court-appointed condemnation commissioner or the data is presented in court for a condemnation proceeding | MS 13.44 | 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 |
| Correspondence | Letters and electronic correspondence | Public Private Confidential | Various | Certain employees on an as needed basis as part of specific work assignments |
| Data on individuals | Data that would identify an individual reporting a violation, suspected violation, or planned violation of any federal or state law | Private | MS 181.932, subd 2 | Certain employees on an as needed basis as part of specific work assignments |

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| | or common law or rule adopted pursuant to law to an employer or to any governmental body or law enforcement official; | | | |
| Data on individuals | Data that would identify an employee who is requested by a public body or office to participate in an investigation, hearing, inquiry | Private | MS 181.932, subd 2 | Certain employees on an as needed basis as part of specific work assignments |
| Data on individuals with disabilities | Data that identify an individual with a disability or a family member of an individual with a disability | Private | MS 13.64, subd 2 | Certain employees on an as needed basis as part of specific work assignments |
| Deferment Application | Information collected on individuals for the purpose of processing a deferment application | Private Non-Public | MS 13.51, subd 2 MS 13.52 | Certain employees on an as needed basis as part of specific work assignments |
| Drug and Alcohol Testing Results | Employees' test results | Public Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Electric Utility Customer Data | Data collected individual public utility customers or prospective customers, including copies of tax forms, needed to administer federal or state programs that provide relief from public utility bills, or cold weather disconnection. | Private | MS 13.679 | Certain employees on an as needed basis as part of specific work assignments |
| Employee expense reports | Expense reimbursement requests | Public Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Employment Eligibility Verification/I-9 Form | I-9 Forms submitted by employees | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Examination File | Completed exams administered to applicants & promotional exams administered to employees | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Family Medical Leave Documents | Data on employees regarding FMLA | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Garnishments | Data collected on employees relating to child support and/or spousal maintenance | Private | MS 13.43 | 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 transactions | Private | MS 16A.626 | Certain employees on an as needed basis as part of specific work assignments |
| Grievance Files | Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules, and received by the City. | Public Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Internal audit data | Data created, collected, and maintained for the purpose of performing audits and/or | Public Private | MS 13.392 MS 13.43 | Finance Director City Administrator |

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| | relating to an audit or investigation; working papers gathered or generated until the final report is published or audit becomes inactive. | Confidential | MS 13.37 | Auditor |
| 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) | Certain employees on an as needed basis as part of specific work assignments |
| Library Borrowers Data | Data linking Library patron names with materials requested or borrowed or that link a patron's name with a specific subject; applications data other than name of borrower. | Private | MS 13.40, Subd. 2 | Certain employees on an as needed basis as part of specific work assignments |
| Medical Data | Medical data of employees disclosed for the purpose of administering claims | Private | MS 13.384 subd, 3 | 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 |
| Personnel Data | Data about employees, applicants, volunteers and independent contractors; labor relations information | Public Private Confidential | MS 13.43 179A.03, subd 4 | Certain employees on an as needed basis as part of specific work assignments |
| Real property appraisal data (a) | Estimated or appraised values of individual parcels of real property that are made by personnel of the state or a political subdivision 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 |
| Real property appraisal data (b) | Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from the state or a political subdivision | Private Public | MS 13.44, subd 3(b), 3(c) | Certain employees on an as needed basis as part of specific work assignments |
| Rehabilitation Data | Data collected that pertain to individuals applying for or receiving rehabilitation | Private | MS 13.791 | Certain employees on an as needed basis as part of specific work assignments |

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| | services | | | |
| Reprimands/Disciplinary Action | Data collected on employees regarding reprimands and/or disciplinary action | Public Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Response to Data Requests | Data collected by Data Practices Compliance Official in responding to requests for data | Public Private | Various | Responsible Authority Data Practices Compliance Official/Designee(s) |
| Responses to requests for proposal | Responses submitted are private until the responses are opened. All other data on individuals are private until completion of the evaluation process. If all responses are rejected prior to completion of the evaluation process, all data, other than that made public at the opening, are private until resolicitation or abandonment of the project. | Private Public | MS 13.599 | 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 Requests for Proposals (RFPs) and requests 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 Requests for Proposals (RFPs) and requests for bids | Private | MS 13.37 | Certain employees on an as needed basis as part of specific work assignments |
| Social Security Numbers | Social Security numbers assigned to individuals | Private | MS 13.355 | Certain employees on an as needed basis as part of specific work assignments |
| Travel expense/per diem reports for council, commission, and board members | Travel expense reimbursement requests | Public Private | MS 13.601 MS 13.43 | Certain employees 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 | Certain employees on an as needed basis as part of specific work assignments |
| Workers compensation billings and information | Records of billings for employees who receive workers compensation benefits | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |