

## **Policy for Ensuring the Security of Not Public Data**

### **Legal requirement**

The adoption of this policy by Murray County satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in Murray County's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, Murray County's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the Murray County's Data Practices Compliance Official (DPCO):

#### **Thomas Burke**

tburke@co.murray.mn.us

Phone: 507-836-1148

2848 Broadway Ave.

PO Box 57

Slayton, MN 56172

### **Procedures implementing this policy**

#### **Data inventory**

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, Murray County has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by Murray County. To comply with the requirement in section 13.05, subd. 5, Murray County has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), and Murray County legal Counsel may have access to *all* not public data maintained by Murray County if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

#### **Employee position descriptions**

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

#### **Data sharing with authorized entities or individuals**

Approved October 27, 2015

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (*see* Minnesota Statutes, section 13.04) or Murray County will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

### **Ensuring that not public data are not accessed without a work assignment**

Within Murray County, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to departments that share workspaces with other departments within Murray County where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

### **Penalties for unlawfully accessing not public data**

Murray County will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Approved October 27, 2015

**Data on Individuals Maintained by Murray County  
October 2015**

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

This document is also part of Murray County'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, Murray County's Responsible Authority, Data Practices Compliance Official, and Murray County Legal Counsel will also have access to all not public data on an as needed basis as part of a specific work assignment.

Murray County's Responsibility Authority:

**Thomas Burke**

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Phone: 507-836-1148  
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