

Private and Confidential Data Maintained by Benton Stearns Education District

This document identifies the name, title, and address of the Responsible Authority for Benton Stearns Education District and describes private and confidential data maintained by Benton Stearns Education District #6383 (Minn. Stat. § 13.025 and Minn. R. 1205.1200).

This document is also part of the Benton Stearns Education District procedures for ensuring that non-public data are only accessible to individuals whose work assignment reasonably requires access (Minn. Stat. § 13.05, subd. 5). In addition to the employees listed, Benton Stearns Education District's Responsible Authority, Data Practices Compliance Official, Executive Director, Executive Director's Administrative Team, and the Board of Education will also have access to all non-public data on an as needed basis as part of a specific work assignment.

Benton Stearns Education District Responsible Authority	Benton Stearns Education District Data Practices Compliance Official
Erin Dohrmann edohrmann@bentonstearns.k12.mn.us	Erin Dohrmann edohrmann@bentonstearns.k12.mn.us
Direct all inquiries regarding this Data Inventory List to: edohrmann@bentonstearns.k12.mn.us	

Data Name	Description (Understandable to the General Public)	Classification	Citation that Classifies Data	Employee Work Access
Educational (Student) Data	Data that relates to a student	Private (unless properly designated as directory Information pursuant to 20 U.S.C. § 1232g	Family Educational Rights and Privacy Act (FERPA): 20 U.S.C. § 1232g and its regulations under 34 C.F.R. Part 99 Minn. Stat. §13.32	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377

Data Name	Description (Understandable to the	Classification	Citation that Classifies Data	Employee Work Access
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	General Public)			
Educational (Parent) Data	Data concerning parents	Private (unless designated as directory information pursuant to 20 U.S.C. § 1232g)	Minn. Stat. §13.32	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Personnel Data	Data on individuals collected because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a government entity.	Private (unless classified as public data in Minn. Stat. §13.43, subd. 2)	Minn. Stat. §13.43	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Medical Data	Data collected because an individual was or is a patient or client of a hospital, nursing home, medical center, clinic, health or nursing agency operated by a state agency or political subdivision including business and financial records, data provided by private health facilities, and data provided by or about relatives of the individual.	Private	Minn. Stat. §13.384	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Health Records Data	Medical data of employees and individuals	Private	Minn. Stat. §§144.293 and 176.135, subd. 7	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377

Data Name	Description (Understandable to the General Public)	Classification	Citation that Classifies Data	Employee Work Access
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Teachers; License Reporting	Data on certain teacher discharges and resignation	Private	Minn. Stat. §122A.20, subd. 2	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Elected Officials Data	Correspondence between individuals and elected officials	Private	Minn. Stat. §13.601	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Civil Investigative Data	Data collected as part of an active investigation undertaken for the purpose of the commencement or defense of a pending civil legal action, or which are retained in anticipation of a pending civil legal action	Confidential Public Confidential (but may be released if access will aid law enforcement process, promote public health and safety or dispel widespread rumor or unrest)	Minn. Stat. §13.39	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Security Information	Data that would substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury if the data were released to the public	Private	Minn. Stat. §13.37	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Social Security Numbers	Social security numbers, provided in whole or in part, assigned to individuals	Private	Minn. Stat. §13.355	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
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 (but may be shared with another government entity in specific circumstances)	Minn. Stat. §13.43, subd. 17	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Data Name	Description (Understandable to the General Public)	Classification	Citation that Classifies Data	Employee Work Access

Response to Data Practices Requests	Data collected by BSED data practices compliance official in responding to requests for data maintained by BSED	Private Public	Various	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Appointed Officials Data	Data about applicants for appointment to a public body	Private (unless classified as public pursuant to Minn. Stat. §13.601, subd.3)	Minn. Stat. §13.601	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
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	Minn. Stat. § 13.356	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Business Data (Requests for Proposals and Requests for Bids)	Responses to Request(s) for Proposals and Requests for Bids	Private prior to deadline for bids (becomes public as set forth in Minn. Stat. § 13.591)	Minn. Stat. §13.591	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Electronic Access Data	Data created, collected, or maintained about a person's access to a government entity's computer for the purpose of gaining access to data, transferring data or information, or using government services	Private	Minn. Stat. § 13.15	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Grant Data	Responses to Request(s) for Proposals	Private Public	Minn. Stat. §13.599	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Data Name	Description (Understandable to the General Public)	Classification	Citation that Classifies Data	Employee Work Access

Internal Audit Data	Data created, collected and maintained for the purpose of performing audits and/or relating to an audit or investigation Working papers gathered or generated until the final report is published or audit becomes inactive	Confidential/private (until final report is issued or investigation is no longer being pursued)	Minn. Stat. §13.392	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Developmental Screening	Data collected in early childhood developmental screening programs	Private	Minn. Stat. §121A.18	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Disposition Orders	Disposition Orders received by schools regarding being adjudicated delinquent under Minn. Stat. §260B.171	Private	Minn. Stat. §121A.75	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Military-Connected Youth Identifier	Data collected on enrollment forms to allow students to self-identify as military-connected youth	Private	Minn. Stat. §127A.852(b)	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377
Labor Relations Information	Management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration (including information collected or created to prepare the management position)	Private /nonpublic	Minn. Stat. § 13.37	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377

Benton Stearns Education District Chart for Securing Student Records

Category of Record	Person(s) Responsible for Security (Title and Address)	Location of Records	Means of securing	Procedures for Access and Disclosure
<p>Directory Information Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, including the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and the name, address, and telephone number of the student's parent(s).</p>	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377	Benton Stearns Education District- Main, Pioneers, Voyagers, and Grafton Sites JMC SpedForms	-Office Records Room -Locked File Cabinets	-Access Logs -Password protected digital access
<p>Permanent Record File Identifying information; academic work completed; level of achievement (e.g., grades, standardized achievement test scores); attendance data; family background information; health data; log of requests for access and disclosures; student progress reports; significant parent notes; significant samples of student's work; significant instructions to next year's teacher; information and criterion referenced tests given by teachers; Title I, ESL, and special education records; entrance and leaver forms; records of significant disciplinary actions.</p>	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377	Benton Stearns Education District- Main, Pioneers, Voyagers, and Grafton Sites JMC SpedForms	-Office Records Room -Locked File Cabinets	-Access Log -Password protected digital access
<p>Health Records Identifying information; emergency information; health history; health plans; immunization record; school health screening.</p>	Erin Dohrmann Executive Director 517 2nd St. S. PO Box 299 Sartell, MN 56377	Benton Stearns Education District- Main, Pioneers, Voyagers, and Grafton Sites JMC SpedForms	-Office Records Room -Locked File Cabinets	-Access Log -Password protected digital access

Building Plan for Securing Student Records

(Note: The use of this form detailing a buildings' plan for securing student records is mandated by statute. The Supervisor of each building shall submit this plan to the Responsible Authority by September 1 of each year.)

Building-Pioneers

Supervisor: Stephanie Shaver

Date: August 29, 2024

Name of Record, File, System or Process	Description	Person(s) Responsible for Security (Title and Address)	Location of Records	Means of securing	Procedures for Access and Disclosure
Directory Information	Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, including the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and the name, address, and telephone number of the student's parent(s).	Stephanie Shaver, Supervisor 212 3rd Avenue N. Sartell, MN 56377	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access
Permanent Record File	Identifying information; academic work completed; level of achievement (e.g., grades, standardized achievement test scores); attendance data; family background information; health data; log of requests for access and disclosures; student progress reports; significant parent notes; significant samples of student's work; significant instructions to next year's teacher; information and criterion referenced tests given by teachers; Title I, ESL, and special education records; entrance and leaver forms; records of significant disciplinary actions.	Stephanie Shaver, Supervisor 212 3rd Avenue N. Sartell, MN 56377	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access
Health Records	Identifying information; emergency information; health history; health plans; immunization record; school health screening.	Stephanie Shaver, Supervisor 212 3rd Avenue N. Sartell, MN 56377	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access

Building Plan for Securing Student Records

(Note: The use of this form detailing a buildings' plan for securing student records is mandated by statute. The Supervisor of each building shall submit this plan to the Responsible Authority by September 1 of each year.)

Building-Voyagers

Supervisor: Abby Lyon

Date: August 29, 2024

Name of Record, File, System or Process	Description	Person(s) Responsible for Security (Title and Address)	Location of Records	Means of securing	Procedures for Access and Disclosure
Directory Information	Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, including the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and the name, address, and telephone number of the student's parent(s).	Abby Lyon, Supervisor 324 3rd Ave S Sauk Rapids, MN 56379	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access
Permanent Record File	Identifying information; academic work completed; level of achievement (e.g., grades, standardized achievement test scores); attendance data; family background information; health data; log of requests for access and disclosures; student progress reports; significant parent notes; significant samples of student's work; significant instructions to next year's teacher; information and criterion referenced tests given by teachers; Title I, ESL, and special education records; entrance and leaver forms; records of significant disciplinary actions.	Abby Lyon, Supervisor 324 3rd Ave S Sauk Rapids, MN 56379	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access
Health Records	Identifying information; emergency information; health history; health plans; immunization record; school health screening.	Abby Lyon, Supervisor 324 3rd Ave S Sauk Rapids, MN 56379	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access

Building Plan for Securing Student Records

(Note: The use of this form detailing a buildings' plan for securing student records is mandated by statute. The Supervisor of each building shall submit this plan to the Responsible Authority by September 1 of each year.)

Building-Grafton

Supervisor: Jean Wirz

Date: August 29, 2024

Name of Record, File, System or Process	Description	Person(s) Responsible for Security (Title and Address)	Location of Records	Means of securing	Procedures for Access and Disclosure
Directory Information	Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, including the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and the name, address, and telephone number of the student's parent(s).	Jean Wirz,, Supervisor 224 Krays Mills Rd, Cold Spring, MN 56320	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access
Permanent Record File	Identifying information; academic work completed; level of achievement (e.g., grades, standardized achievement test scores); attendance data; family background information; health data; log of requests for access and disclosures; student progress reports; significant parent notes; significant samples of student's work; significant instructions to next year's teacher; information and criterion referenced tests given by teachers; Title I, ESL, and special education records; entrance and leaver forms; records of significant disciplinary actions.	Jean Wirz,, Supervisor 224 Krays Mills Rd, Cold Spring, MN 56320	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access
Health Records	Identifying information; emergency information; health history; health plans; immunization record; school health screening.	Jean Wirz,, Supervisor 224 Krays Mills Rd, Cold Spring, MN 56320	JMC SpedForms Records Room Locked File Cabinets	-Locked Office Records Room -Locked File Cabinets -Secure Login	-Access Logs -Password protected digital access