



Minnesota State Lottery

Data Practices Policy and Request Form for Data Subjects

Data About You

The Government Data Practices Act (Minn. Stat. § 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. “Government data” means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

Classification of Data About You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public Data

The Minnesota State Lottery (the “Lottery”) must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you:

- Your name and hometown if you are a Lottery prizewinner of less than \$10,000, or a winner of a merchandise-only second chance prize;
- Your retailer contract if you are a Lottery retailer;
- Your contract with the Lottery if you are a Lottery vendor.

Private Data

The Lottery cannot give private data to the general public, but you can have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The phone number and street address of a Lottery prizewinner are private data for all winners. The name of a lottery winner of more than \$10,000 is also private data. See Minn. Stat. § 349A.08, subd. 9.

Confidential Data

Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. The Lottery can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The Lottery cannot give you access to confidential data.

Your Rights under the Government Data Practices Act

The Lottery must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that the Lottery keeps about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows the Lottery to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

The Lottery has very little (if any) data on minors. However, a parent has the right to look at and get copies of public and private data about their minor children (under age 18). A legally appointed guardian has the right to look at and get copies of public and private data about an individual for whom they are appointed guardian. Minors have the right to ask the Lottery to not give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons why the Lottery should deny your parent or guardian access to the data. The Lottery will make the final decision about your request based on your best interests.

When the Lottery Collects Data from You

When the Lottery asks you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what the Lottery does with the data that we collect from you. Usually, the Lottery can use and release the data only in the ways described in the notice.

The Lottery will ask for your written permission if we need to use or release private data about you in a way different from our original request, or if you ask us to release the data to another person. This permission is called informed consent.

Protecting Your Data

The Government Data Practices Act requires that the Lottery protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that the Lottery determines a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data Are Inaccurate and/or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal the Lottery's decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can look at data, or request copies of data that the Lottery keeps about you, your minor children, or an individual for whom you have been appointed legal guardian.

All requests must be made in writing and by email to datapactices@mnlottery.com

with the following two exceptions:

1. Current employees may request public and private data on themselves held by Human Resources by contacting the Human Resources Director.
2. Players and retailers may make simple data requests (fewer than 10 winning numbers, pack and ticket information) by contacting Customer Support (651-635-8273 x1) or cs.support@mnlottery.com.

You may use the data request form on page 6 of this policy.

If you choose not to use the data request form, your request should include:

- Your written request under the Government Data Practices Act (Minn. Stat. § 13), as a data subject, for data about you.
- Whether you would like to inspect the data or have copies of the data, or both.
- A clear and specific description of the discrete and quantifiable data, including a specific date range, you would like to inspect or have copied.
- Identifying information that proves you are the data subject or the data subject's parent or guardian.

The Lottery may require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship.

How the Lottery Responds to a Data Request

Once you make your request, the Lottery will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification. If we do not receive a reply from you regarding our request for clarification within ten (10) working days, excluding days the Minnesota Lottery is closed for holidays, we will close the request.
- If we do not have the data, we will notify you in writing within ten (10) business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within ten (10) business days and state which specific law says you cannot access the data.
- If the Lottery has the data, and the data are public or private data about you, we will respond to your request within ten (10) business days, by doing one of the following:

- Arrange a date, time, and place for you to inspect the data, for free, if your request is to look at the data, or
- Provide you with copies of the data within ten (10) business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 5. We will notify you about our requirement for prepayment for copies if we require payment.

After the Lottery has provided you with access to data about you, we do not have to show you the data again for six (6) months unless there is a dispute or we collect or create new data about you (Minn. Stat. § 13.04 subd. 3).

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require the Lottery to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If the Lottery agrees to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Lottery is not required under the Government Data Practices Act to respond to questions that are not specific requests for government data.

Data Practices Contacts

Responsible Authority

Adam Prock

Executive Director

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Adam.Prock@mnlottery.com

datapactices@mnlottery.com

Data Practices Compliance Official

Benjamin P. Freedland

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Copy Costs: Data Subjects

The Lottery may charge data subjects for copies of government data. These charges are authorized under Minn. Stat. § 13.04, subd. 3. All copy charges must be prepaid. The Lottery will notify you about our requirement to prepay for copies if we request payment.

Actual Cost of Making the Copies

In determining the actual cost of making copies, the Lottery factors in employee time, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs (if any).

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, the actual cost we must pay an outside vendor for the copies will be charged to you.



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To request data as a data subject, the Lottery may require that you provide proof of identity. We will respond to your request within ten (10) business days.

Contact Information

Data subject name:

Address:

Phone number/email address:

I request access to data in the following way:

- Inspection
- Copies (Note: Inspection is free, but the Lottery may charge for copies.)
- Both inspection and copies

I request the following data:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.