



# Minnesota State Lottery

## Data Practices Policy and Request Form for Members of the Public

### Right to Access Public Data

The Government Data Practices Act (Minn. Stat. § 13) presumes that all government data are public unless a state or federal law says the data are not public. “Government data” means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that the Minnesota State Lottery (the “Lottery”) must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data the Lottery keeps. You also have the right to get copies of public data. 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.

### How to Make a Data Request

You can look at data or request copies of data that the Lottery keeps.

**All requests must be made in writing and by email to [datapactices@mnlottery.com](mailto: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](mailto:cs.support@mnlottery.com).

You may use the data request form on page 4 of this policy.

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

- Your written request for public data under the Government Data Practices Act (Minn. Stat. § 13).
- 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.

The Lottery cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we will need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if your request is not clear to us and we have no way to contact you, we will not be able to process your request.

## How the Lottery Responds to a Data Request

Upon receiving your request, we 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 via email within ten (10) business days.
- If we have the data, but the data are not public and therefore the Lottery cannot legally provide them to you, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data and the data are public, we will respond to your request appropriately and promptly within a reasonable amount of time 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 only look at the data, or
  - Provide you with copies of the data as soon as reasonably possible. 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 3. We will notify you about our requirement for prepayment for copies if we request payment.

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 us 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 we agree 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, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for government data.

## Requests for Summary Data

Summary data are statistical records or reports that are prepared for public inspection by removing all identifiers from private or confidential data on individuals. A request for summary data is not a means to gain access to private or confidential data.

Upon receiving your written request—you may use the data request form on page 4—we will respond within ten (10) business days with the data or details of when the data will be ready and how much we will charge.

## Data Practices Contacts

### Responsible Authority

Adam Prock  
Executive Director  
2645 Long Lake Road  
Roseville, MN 55113  
[Adam.Prock@mnlottery.com](mailto:Adam.Prock@mnlottery.com)  
[datapactices@mnlottery.com](mailto:datapactices@mnlottery.com)

### Data Practices Compliance Official

Benjamin P. Freedland  
General Counsel  
2645 Long Lake Road  
Roseville, MN 55113  
[Ben.Freedland@mnlottery.com](mailto:Ben.Freedland@mnlottery.com)  
[datapactices@mnlottery.com](mailto:datapactices@mnlottery.com)

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## Copy Costs: Members of the Public

The Lottery may charge for providing copies of government data. These charges are authorized under Minn. Stat. § 13.03, subd. 3(c). All copy charges must be prepaid. We will notify you about our requirement of prepayment for copies if we request payment.

### For 100 or Fewer Paper Copies: 25 Cents per Page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ each for a one-sided copy, or 50¢ each for a two-sided copy.

### Most Other Types of Copies: Actual Cost

For most other types of copies, when a charge is not set by statute or rule, the charge is the actual cost of searching for and retrieving the data and making the copies or electronically transmitting the data (i.e., sending the data by email).

In determining the actual cost of making copies we factor in employee time, the cost of the materials onto which we are copying the data (paper, 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.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.



# Minnesota Lottery Data Request Form: Members of the Public

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**Request Date (Month, Day, Year):**

I am requesting access to data in the following way:

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

We will respond to your request as soon as reasonably possible.

## Contact Information

Name:

Address/phone number/email address:

Note: You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we need some type of contact information. In addition, if your request is not clear to us and we need clarification from you, without contact information we will not be able to process your request until you contact us.

**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.