

## **Data on Individuals**

### **Maintained by Saint Paul Port Authority (SPPA)**

August, 2014

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

This document is also part of the SPPA's procedures for ensuring that non-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, SPPA's Responsible Authority, Data Practices Compliance Official, Senior Leadership Team, and the Agency General Counsel will also have access to all not public data on an as needed basis as part of a specific work assignment.

SPPA's Responsible Authority is:

Louis F. Jambois, President  
Saint Paul Port Authority  
380 St. Peter Street, Suite 850  
Saint Paul, MN 55102

Direct all questions about this document to SPPA's Data Practices Compliance Official (DPCO):

Eric D. Larson, General Counsel  
Saint Paul Port Authority  
380 St. Peter Street, Suite 850  
Saint Paul, MN 55102

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## Data Maintained by Many or All – SPPA Division

The following data are maintained by more than one division in SPPA.

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Security Information	Data that would substantially jeopardize the security of information, possession, 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	MS 13.37	Certain employees on an as-needed basis as part of specific work assignments
Civil investigative data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Confidential Public	MS13.39	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
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
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of any 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
Personal contact and online account information	Telephone number, e-mail 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
Legislative Data	Preliminary drafts of legislative and budget proposals	Nonpublic	13.605	Certain employees on an as-needed basis as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	MS 13.393	Certain employees on an as-needed basis as part of specific work assignments

**President's Office**

<i>Responsible Authority (Name and Title)</i> Louis F. Jambois, President	<i>Data Practices Compliance Official (DPCO)</i> Eric D. Larson, General Counsel	<i>Reporting Division/Office</i>		
<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102		
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>	<b>Employee Work Access</b>
Admin Response to data requests	Data collected by Admin data practices compliance official in responding to requests for data maintained by Admin	Public Private	Various	SPPA General Counsel
Internal audit data	<ul style="list-style-type: none"> <li>• Data created, collected, and maintained for the purpose of performing audits and/or relating to an audit or investigation;</li> <li>• Working papers gathered or generated until the final report is published or audit becomes inactive</li> </ul>	Public Private Confidential	MS 13.392 MS 13.43 MS 13.37	<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Controller</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> <li>• Sr. VP – HR/Office Mgr</li> <li>• Certain employees supporting the above persons</li> </ul>

**Finance**

<i>Responsible Authority (Name and Title)</i> Louis F. Jambois, President	<i>Data Practices Compliance Official (DPCO)</i> Eric D. Larson, General Counsel	<i>Reporting Division/Office</i>		
<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102		
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Employee expense reports (Also may be maintained by the division where the transaction originated)	Expense reimbursement requests	Public Private	MS 13.43	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
Travel expense/per diem reports for council, advisory task force and board members	Travel expense reimbursement requests	Public Private	MS 13.601 MS 13.43	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
Workers' compensation billing	Records of billings from DOER for employees who receive workers' compensation benefits	Private	MS 13.43	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
Government services transactions data	Credit card, charge card, debit card and other electronic transactions	Private	MS 16A.626	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>

**Human Resources / Office Manager**

<i>Responsible Authority (Name and Title)</i> Louis F. Jambois, President	<i>Data Practices Compliance Official (DPCO)</i> Eric D. Larson, General Counsel	<i>Reporting Division/Office</i>		
<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102		
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Employee Personnel Records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions	Public Private	MS 13.43	<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Gen. Counsel</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> </ul>
Applicant records	Completed assessments and results, related documentation and application forms	Public Private	MS 13.43	<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Gen. Counsel</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> </ul>
Workers compensation information	Records of billings from Risk Management for employees who receive workers compensation benefits	Private	MS 13.43	<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Gen. Counsel</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> </ul>

**SPPA – All Departments – Bids, RFPs and Service Contracts**

<i>Responsible Authority (Name and Title)</i> Louis F. Jambois, President	<i>Data Practices Compliance Official (DPCO)</i> Eric D. Larson, General Counsel	<i>Reporting Division/Office</i>		
<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102		
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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	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
Responses to Requests for Proposals (RFPs) and requests for bids	Trade secret data in response to Request for Proposal (RFP) and requests for bids	Private	MS 13.37	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
Government services transactions data	Credit card, charge card, debit card and other electronic transaction information	Private	MS 16A.626	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>

**Real Estate and Construction Activities**

<i>Responsible Authority (Name and Title)</i> Louis F. Jambois, President	<i>Data Practices Compliance Official (DPCO)</i> Eric D. Larson, General Counsel	<i>Reporting Division/Office</i>		
<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102		
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Real property appraisal data (a)	Estimated or appraised values of individual parcels of real property that are made by personnel of or on behalf of the SPPA 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)	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
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)	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>
Responses to Requests for Proposals (RFPs) and requests for bids for Construction Manager and Design-Build projects	Any responses received to an RFP or request for bid	Public Private	MS 13.591	<ul style="list-style-type: none"> <li>• President</li> <li>• Staff on an as-needed basis as part of specific work assignments</li> </ul>

## Risk Management

<i>Responsible Authority (Name and Title)</i> Louis F. Jambois, President	<i>Data Practices Compliance Official (DPCO)</i> Eric D. Larson, General Counsel	<i>Reporting Division/Office</i>		
<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102	<i>Address:</i> 380 St. Peter Street, Suite 850 Saint Paul, MN 55102		
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>	<b>Employee Work Access</b>
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Requests for Proposals (RFP's) and requests for bids	Public Private	MS 13.591	<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Gen. Counsel</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> </ul>
Personnel Data	Personnel data of SPPA employees disclosed for the purpose of administration of the workers' compensation program as provided in Chapter 176.	Private	MS 13.43, subd.18	<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Gen. Counsel</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> </ul>
Medical Data	Medical data of SPPA employees disclosed for the purposes of administering claims	Private	MS 13. 384, subd. 3	<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Gen. Counsel</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> </ul>
Insurance Data	Insurance application and claim data and/or disclosed for the purpose of obtaining coverage or for the purpose of defending or paying claims	Public Private		<ul style="list-style-type: none"> <li>• President</li> <li>• CFO</li> <li>• Gen. Counsel</li> <li>• Sr. VP – Real Estate &amp; Dev.</li> </ul>