

Minnesota Management & Budget, Agency Assistance
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Access to Data of a Private Nature for Reporting and Analysis Purposes

Objective

To ensure the security of data in the Minnesota Accounting and Procurement System (MAPS) and the Statewide Employee Management System (SEMA4). This policy applies to private data within MAPS, SEMA4, and the Information Access (IA) data warehouse.

Policy

The databases in MAPS, SEMA4 and the IA data warehouse contain both public and private data. Access to data in MAPS, SEMA4, and the IA data warehouse is controlled through assigned security profiles managed by Minnesota Management & Budget.

An individual granted access to private data in MAPS, SEMA4 and the IA data warehouse for reporting and analysis purposes must comply with Minnesota Government Data Practices Act. ([MN Statutes Chapter 13](#)). MN Statutes **Section 13.09 Penalties** specifically states:

"Any person who willfully violates the provisions of this chapter or any rules adopted under this chapter is guilty of a misdemeanor. Willful violation of this chapter by any public employee constitutes just cause for suspension without pay or dismissal of the public employee."

Furthermore, MN Statutes **Section 13.08 Civil remedies**, puts the employing agency at risk of being sued by the person whose privacy was violated. The victim can sue for damages sustained, plus costs and reasonable attorney fees. If the violation of the law was willful, the victim can also ask for exemplary (punitive) damages in the range of \$100 to \$10,000.

When a warehouse user creates a report containing private data for viewing within the agency, the report creator and any other individual viewing the report are obligated to follow the laws governing data security. Employees requesting access and supervisors approving access on either one or both of the access request forms are expected to read, understand, and comply with the statements regarding data privacy and security.

The following website has information about SEMA4 data classification:
[SEMA4 Policies](#)

Minnesota Management & Budget is in the process of classifying MAPS data and information will be posted when it becomes available.

Forms

FI-00540 Request for Clearance: Information Access

General Procedures

Step #	Actions to be Performed	Responsible Party
A.	Training	
1.	Obtain SEMA4 system training or provide proof of prior experience with HR/Payroll activities and/or obtain MAPS system training or provide proof of prior experience with budgeting, accounting, and/or purchasing activities.	Agency employee
2.	Complete training on using the IA data warehouse. If access is limited to compiled reports, request instruction on how to access those reports from the agency's trained power user(s).	Agency employee
B.	Security	
3.	If needed, obtain a mainframe computer logon ID, either from the Office of Enterprise Technology or the agency's ACF2 security officer.	Agency Poweruser
4.	Complete the Request For Clearance: Information Access (FI-00540) , and check the appropriate boxes, following the instructions on page 2 of the form. Forward to supervisor for review and approval and return to the address listed on the form.	Agency Poweruser
5.	Complete the Request For Clearance: Information Access form (FI-00540), check the appropriate boxes and enter the name of the assigned power user. Follow the instructions page 2 of the form. Forward to supervisor for review and approval and return to the address listed on the form.	Agency Compiled Report user
6.	Process the Request for Clearance form.	Minnesota Management & Budget
7.	Inform user of security clearance via e-mail (or, for certain agencies, notify the agency's warehouse security coordinator instead of the user).	Minnesota Management & Budget