



City of North Branch Data Request Form – Data Subjects

Date of request _____

To request data as a data subject, you must show a valid state ID, such as a driver’s license, military ID, or passport as proof of identity.

<p>Contact Information</p> <p>Data subject name _____</p> <p>Parent/Guardian name (if applicable) _____</p> <p>Address _____</p> <p>Phone number _____ Email address _____</p> <p>Staff Verification</p> <p>Identification provided _____</p> <p>Staff member verified by _____</p>

I am requesting access to data in the following way:

- Inspection
 Copies
 Both inspection and copies

Note: inspection is free but we charge for copies as outline on page 6.

These are the data I am requesting:

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

We will respond to your request within 10 business days.

TO BE COMPLETED BY ADMINISTRATION

Department request sent to _____

Date sent to department _____

Information classified as:

Public Private Confidential Non-Public Protected Non-Public

Action:

Approved Approved in part (explain below) Denied (explain below)

Remarks or basis for denial including statute section:

Date data request received _____

Date data supplied to requestor _____

Authorized signature _____ Date _____