

Adopted: 8/13/2012

Yinghua Academy Policy YA-008

Orig. 1995

Revised: _____

Rev. 2008

YA-008: DATA PRACTICES

I. PURPOSE

The purpose of this policy is ensure compliance with the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other applicable data practices laws and regulations.

II. GENERAL STATEMENT OF POLICY

Yinghua Academy complies with all data practices requests in accordance with federal, state, and local laws. Yinghua Academy will not release data considered private or nonpublic unless required by applicable law.

III. RESPONSIBILITY

Yinghua Academy's Executive Director is responsible for fulfilling data practices requests.

All requests for Yinghua Academy's data must be sent in writing to the individual identified above who will review the request to determine whether the request is for public/nonprivate data and may be honored. All requests will be honored in a reasonable manner and time frame and in accordance with and as allowed by applicable federal, state, and local laws.

Yinghua Academy may charge a fee for fulfilling such requests, as allowed by law. An estimate of the charge will be provided upon request.