



Minnesota Judicial Branch Policy

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Policy Number:	323
Category:	Human Resources
Title:	Appropriate Use of Data and Records
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Revision Date(s):	
Supersedes:	State Court Administrator Policy 318(b)
Contact:	Human Resources Director

I. POLICY STATEMENT

Minnesota Judicial Branch employees, volunteers, and independent contractors have access to data and records in various information systems and databases that may be used in connection with the performance of their work-related duties and responsibilities. These information systems include those operated by the Minnesota Judicial Branch, justice partner agencies and entities, and Executive Branch agencies. For those systems operated by an agency or entity other than the Minnesota Judicial Branch, access agreements are in place between the Minnesota Judicial Branch and the agency or entity with provisions outlining the appropriate use of the information systems.

It is the policy of Minnesota Judicial Branch that these information systems and databases shall only be used by employees, volunteers and independent contractors as a means to access, use and share data and records for work-related duties and responsibilities. Employees, volunteers and independent contractors shall only be provided access to information systems and databases necessary to the performance of their work-related duties and responsibilities. The information systems and databases shall not be used as a means to access public, confidential (non-public) or sealed data for personal, non-work-related purposes. Employees, volunteers and independent contractors must use publically accessible means to access public data for personal, non-work-related purposes, subject to Minnesota Judicial Council Policy 317, Internet-Electronic Communications.

Reports of misuse shall be promptly investigated, and prompt and appropriate corrective action shall be taken when it is determined that inappropriate access, use or sharing of data or records has occurred. Violation of this policy will result in disciplinary action, up to and including discharge, termination from a volunteer position, or severance of a contract, as applicable. Employees, volunteers and independent contractors may be subject to personal liability for damages arising from inappropriate access, use or sharing of data or records.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the State Court Administrator.

III. EXECUTIVE LIMITATIONS

Not applicable.

IV. RELATED DOCUMENTS

- State Court Administrator Policy/Procedure 300(t), Human Resources Procedures for Employee Misconduct Investigations
- Minnesota Judicial Council Policy 303, Employee Confidentiality Policy
- Minnesota Judicial Council Policy 317, Internet-Electronic Communication Policy
- Minnesota Judicial Council Policy 318, Court Employee Code of Ethics
- Minnesota Judicial Council Policy 322, Telecommuting Policy
- State Court Administrator Policy/Procedure 322 (a) Teleworking Policy and Procedure