

BOARD OF SOCIAL WORK DATA INVENTORY

Updated 2022

The following is an inventory of data categories maintained by the Minnesota Board of Social Work in accordance with the Minnesota Data Practices Act ([Minn. Stat. § 13.025](#)). Please direct questions to the Minnesota Board of Social Work office or the responsible authority.

Data inventory. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the responsible authority to the public according to the provisions of sections [13.03](#) and [15.17](#). The commissioner may require responsible authorities to submit copies of the inventory and may request additional information relevant to data collection practices, policies, and procedures.

Minnesota Board of Social Work
335 Randolph Ave Ste 245
Saint Paul, MN 55102-5502

Responsible Authority:
Youa Yang, LICSW, Executive Director
Email: youa.yang@state.mn.us

Category of Data	Description	Data Classification & MN Statute	Purpose/Use	Authorized Recipient(s)
Employee/Personnel Data	Data on current & former employees, applicants, volunteers, & contractors	Private; Nonpublic Minn. Stat. § 13.43	To perform personnel actions	Staff whose work assignment requires access (HR or management); labor organizations; Bureau of Mediation Services
Applicant for Licensure Data	Application data on current & former applicants for licensure	<i>Public data:</i> Name and designated address are public <i>Private data:</i> All other data are private Minn. Stat. § 13.41	To evaluate qualifications for licensure	Staff whose work assignment requires access and Board members
Licensee Data	Application and renewal application data on current, and persons formerly licensed as social workers	<i>Private data:</i> SSN and responses to standards of practice questions <i>Public data:</i> Name and designated address are public, and all other data is public Minn. Stat. § 13.41	To document licensure and underlying basis for issuance of license	<i>Private data:</i> Staff whose work assignment requires access and Board members <i>Public data:</i> Public
Complaint Data (active investigative)	Data on current licensees, current and former applicants, and persons formerly licensed as social workers	Confidential Minn. Stat. § 13.41	To investigate complaints under the jurisdiction of the Board	Staff whose work assignment requires access; Office of the Attorney General; and Board members
Complaint Data (closed investigative)	Data on current licensees, current and former applicants, and persons formerly licensed as social workers	Private Minn. Stat. § 13.41	To consider in the event of a pattern of conduct or repeat behavior	Staff whose work assignment requires access; Office of the Attorney General; and the subject of the data

Category of Data	Description	Data Classification & MN Statute	Purpose/Use	Authorized Recipient(s)
Compliance Data (active investigative)	Reports, submissions, evaluations, assessments and all other data created in connection with mandated compliance with an Agreement for Corrective Action or Disciplinary order	Confidential Minn. Stat. § 13.41	To investigate complaints under the jurisdiction of the Board and determine appropriate remedial and corrective action	Staff whose work assignment requires access; Office of the Attorney General and Board members
Preliminary Budget Data	Budgets in progress not yet presented to the legislature, planning data	Nonpublic Minn. Stat. § 13.605	To ensure proper coordination and planning with regard to Board processes	Staff whose work assignment requires access; Board members; Administrative Services Unit; Minnesota Management and Budget
Examination Data	Licensure examination scores	Nonpublic Minn. Stat. § 13.34	To ensure compliance with licensure requirements	Staff whose work assignment requires access and Board members
Attorney Data	Data related to attorney work product or data protected under attorney-client privilege	Private Minn. Stat. § 13.393	To ensure attorney-client privilege and protect private data	Certain employees or Board members on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs)	Any responses received to an RFP or request for bid	Private Public Minn. Stat. § 13.591	To ensure open, competitive bidding process	Certain employees or Board members on an as need basis as part of specific work assignments