

Minnesota Board of Occupational Therapy Practice
Data Inventory
August 2026

The following is an inventory of primarily non-public data categories maintained by the Minnesota Board of Occupational Therapy in accordance with the Minnesota Data Practices Act (Minn. Stat. § 13.025). Please direct questions to the Minnesota Board of Occupational Therapy 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 Occupational Therapy Practice
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Responsible Authority:
Christina Bourland, Executive Director
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Category of Data:	Description:	Data Classification and MN Statute:	Purpose/Use:	Authorized Recipient(s):
Employee/Personnel Data	Data on current and former employees, applicants, volunteers, and contractors	Private; Confidential; Nonpublic 13.43	To perform personal actions	Staff whose work assignment requires access (HR or management); labor organizations; Bureau of Mediation Services
Applicant for Licensure Data	Application data on current and former applicants for licensure	Public data: Name, and designated addresses are public Private data: All other data are private 13.41	To evaluate qualifications for licensure	Staff whose work assignment requires access; Board Members
Examination Data	Licensure Examination scores	Nonpublic 13.34	To ensure compliance with licensure application requirements	Staff whose work assignment requires access; Board Members
Licensee Data	Application and renewal application data on current, and persons formerly licensed as Occupational Therapy practitioners	All data is public except SSN, address designated as mailing, and responses to standards of practice questions. 13.41 & 13.355	To document licensure and underlying basis for issuance of license	Public data: Public Private Data: Staff whose work assignment requires access and Board Members
Complaint Data (active investigative)	Data on current licensees, current and former applicants, and personal formerly licensed as Occupational Therapy practitioners	Confidential 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 Occupational Therapy practitioners	Private 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

Compliance Data (active investigative)	Reports, submissions, evaluations, assessments, records, and all other data created in connection with mandated compliance with an Agreement for Corrective Action or Disciplinary order	Confidential 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	Private; Nonpublic 13.605	To ensure proper coordination and planning regarding Board processes	Staff whose work assignment requires access; Board Members; Administrative Services Unit; Small Agency Resource Team, Department of Administration, Minnesota Management and Budget
Attorney Data	Data related to attorney work product or data protected under attorney-client privilege	Private 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 assignment
Responses to requests for proposals (RFPs)	Any responses received to an RFP or request for bid	Private Public 13.591	To ensure open, competitive bidding process	Certain employees or Board Members on an as needed basis as part of specific work assignments