

Minnesota Board of Occupational Therapy Practice  
Data Inventory  
August 2024

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.

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; Nonpublic <a href="#">13.43</a>	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 <a href="#">13.41</a>	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 Occupational Therapy practioners	Public data: Licensee information Private data: Designated address, Telephone number, SSN and responses to standards of practice questions <a href="#">13.41</a> & <a href="#">13.355</a>	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 practioners	Confidential <a href="#">13.41</a>	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 personal formerly licensed as Occupational Therapy practioners	Private <a href="#">13.41</a>	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,	Confidential <a href="#">13.41</a>	To investigate complaints under the jurisdiction of	Staff whose work assignment requires

	and all other data created in connection with mandated compliance with an Agreement for Corrective Action or Disciplinary order		the Board and determine appropriate remedial and corrective action	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 <a href="#">13.605</a>	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 <a href="#">13.393</a>	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 <a href="#">13.591</a>	To ensure open, competitive bidding process	Certain employees or Board Members on an as needed basis as part of specific work assignments