

The following is an inventory of data categories maintained by the Minnesota Board of Chiropractic Examiners (MBCE) in accordance with the Minnesota Data Practices Act (Minn. Stat. 13.025). Please direct questions to the Minnesota Board of Chiropractic Examiners.

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.

Responsible Authority:

Ridge M. Pidde, DC, Executive Director
Chiropractic.Board@state.mn.us

Category of Data:	Description:	Data Classification & Minnesota Statute:	Purpose / Use:	Authorized Recipient(s):
Employee / Personnel Data	Data on current & former employees, applicants, volunteers, & contractors	Public: Limited information on personnel and applicants 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, Board Members
Applicant for Licensure/Registration Data	Application data on current & former applicants for licensure or registrations	Public: Name & designated address; Private: All other data. Minn. Stat. § 13.41	To evaluate qualifications for licensure/registration	Staff whose work assignment requires access; Board Members
Licensee Data	Application & renewal application data on persons currently or formerly licensed as a Doctor of Chiropractic (& any subordinate registration)	Public: License information including name, phone, license number, status, designated address. Private: SSN; responses to practice questions; address designated for mailing (if different than public information). Minn. Stat. § 13.41 & 13.355	To document licensure & underlying basis for issuance of license.	Staff whose work assignment requires access; Board Members
Continuing Education Data	Documentation of compliance with continuing education requirements	Public. Minn. Stat. § 13.03, subd. 1	To ensure ongoing competency and compliance with renewal of licensure	Public
Budget Data - Fiscal & Legislative	Approved budgets, expenditures, revenues, open encumbrance, & vendor related contracts, inventory, & assets in possession; Legislative materials presented to the legislature	Public. Minn. Stat. § 13.03, subd. 1	To maintain adequate funding for agency mission & operations.	Public
Budget Data - Preliminary	Budgets in progress, not yet presented to the Legislature, planning data	Nonpublic. Minn. Stat. § 13.605	To evaluate need for adequate funding for agency mission & operations.	Staff whose work assignment requires access, Board Members, Administrative Services Unit; Small Agency Resource Team; Department of Administration; Minnesota Management & Budget

Category of Data:	Description:	Data Classification & Minnesota Statute:	Purpose / Use:	Authorized Recipient(s):
Complaint Data (active investigation)	Data on current licensees, current & former applicants, & persons formerly licensed by the Board of Chiropractic Examiners	Confidential. Minn. Stat. §§ 13.41, subd. 4; .39	To investigate complaints under the jurisdiction of the Board.	Staff whose work assignment requires access; Office of the Attorney General; Board Members
Complaint Data (closed investigation)	Data on current licensees, current & former applicants, & persons formerly licensed by the Board of Chiropractic Examiners	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; Subject of the Data
Compliance Data (active investigation)	Reports, submissions, evaluations, assessments, & 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 & determine appropriate remedial & corrective action	Staff whose work assignment requires access; Office of the Attorney General; Board Members
Disciplinary Data	Disciplinary orders or Agreements for Corrective Action on Licensees or Applicants for licensure	Public. Minn. Stat. § 13.41	Protection of the public	Public
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 & 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/Nonpublic Pending Completion of Evaluation. Minn Stat. § 13.591, subd. 3(b). Public. Minn. Stat. § 13.591	To ensure open, competitive bidding process	Certain employees or Board Members on an as needed basis as part of specific work assignments