

**SAINT PAUL PUBLIC HOUSING AGENCY
Data Request Form for Individual Subject of Data
Minnesota Statutes Chapter 13**

**USE THIS FORM IF YOU ARE THE SUBJECT MATTER OF THE INFORMATION
YOU SEEK; THAT IS, THE INFORMATION IS ABOUT YOU.**

*If you are an employee or former employee of St. Paul PHA, do not use this form.
For assistance in that case, email HRStaff@stpha.org*

Date _____

Data Subject Name _____

Parent/Guardian Name (if applicable) _____

Address _____

Please indicate how you would like for us to contact you:

Phone Number _____ Email Address _____

Describe in detail the Data that you are requesting. Be as specific as possible.

By completing this form, you understand and agree that:

1. You may without charge inspect data about you or about a minor, if you are a Parent/Guardian (Parent) of the minor.
2. You are requesting access to Data about yourself or a minor by:

Inspection Copies Inspection & copies

3. You will be charged the actual costs for making the copies. St. Paul PHA's hourly rates for employee time to make and certify copies will vary depending on the data request. You must pay for costs associated with your request before the data will be released to you. Payment can be made by check, cash or money order. Checks should be addressed to the "St. Paul Public Housing Agency."
4. You will be required to verify your identity as the subject of the data or the authorized representative of the data subject prior to disclosure of the requested data. A Parent must show a valid photo ID and a certified copy of the minor's birth certificate or a certified copy of documents that establish the Parent relationship with the child, such as: a court order for a divorce, separation, custody, or foster care; a foster care contract; an affidavit of parentage; or documentation of formal or informal appointment as guardian, such as court order or power of attorney.

St. Paul PHA Data Practices Procedures for Individual Subjects of Data may be found at: <https://stpha.org/DPA-Procedures-Data-Subjects> (PDF)

Please submit this form to: datarequest@stpha.org

For additional assistance, email datarequest@stpha.org