

**Sample Letter to Third Party Data Custodians of
Minnesota State Colleges and Universities Information**

**Important Information on
Minnesota Notice of Breach of Security Law
Minnesota Statutes Sect. 13.055, Effective August 1, 2005**

*To: Name/address of third party that handles private/confidential data for
<College/University>**

* Examples include but are not limited to third parties that: provide data storage or other handling services (electronic or other media) such as confidential data destruction services.

**Re: Minnesota Law Effective August 1, 2005,
Requiring Notice of a Breach in Security of Data**

Dear:

For your reference, I am enclosing a copy of a new section of the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes, Chapter 13. This new law, codified at Minn. Stat. Sect. 13.055, requires state agencies to inform affected individuals about a breach in the security of data (defined term). As you may recall, pursuant to Section <> of your contract with <College/University> dated, <>, the MGDPA applies to government data that you handle pursuant to this contract.

In order to provide timely and appropriate notice to affected individuals, <College/University> requests that you immediately notify <Name/title of College/University official> of a breach of security of data that is subject to the MGDPA pursuant to contract.

Thank you for your anticipated assistance.

Sincerely,

<College/University> Representative

Encl.