



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES

DVS Business Partner Records Access Agreement

State Government Agency

This agreement is between the State of Minnesota, acting through its *Department of Public Safety* (hereinafter "STATE") and _____, representative of _____ located at _____ (hereinafter "DVS BUSINESS PARTNER").

I understand that by signing this agreement I am agreeing to the following terms and conditions for gaining access to the STATE's, Driver and Vehicle Services Division (hereinafter "DVS") records for a DVS BUSINESS PARTNER business and only for the uses described in the DVS Business Partner Intended Use statement.

1. Access to the DVS records is restricted for the use of the DVS BUSINESS PARTNER employee who needs access in order to perform their DVS BUSINESS PARTNER duties.
2. The DVS record information obtained by the DVS BUSINESS PARTNER **will not** be used for personal or non-business purposes. The DVS records information obtained by the DVS BUSINESS PARTNER will only be used in the normal course of DVS BUSINESS PARTNER business and only for the uses described in the DVS BUSINESS PARTNER intended use statement (No.16).
3. Each DVS BUSINESS PARTNER employee accessing the records is required to sign a DVS BUSINESS PARTNER Individual Web Application Agreement and Intended Use Statement regarding usage and dissemination of STATE data. This form is submitted to the STATE and maintained with the DVS BUSINESS PARTNER records.
4. The DVS BUSINESS PARTNER employee record access is restricted to only that data information necessary to perform their DVS BUSINESS PARTNER duties.
5. The DVS BUSINESS PARTNER will provide the STATE with general use of data and specific examples of how the DVS BUSINESS PARTNER employee will use access to perform their DVS BUSINESS PARTNER duties. The STATE will determine the appropriate access allowed by statute and applicable laws, based on the information provided.
6. The DVS BUSINESS PARTNER will notify the STATE within three (3) days when a DVS BUSINESS PARTNER employee has left the DVS BUSINESS PARTNER so that the DVS BUSINESS PARTNER employee access can be disabled.
7. Each DVS BUSINESS PARTNER employee is assigned their own user name by the STATE. The DVS BUSINESS PARTNER employee's password information **will not** be shared with anyone, including other DVS BUSINESS PARTNER employees or their supervisors. Passwords must be changed every 60 days to remain active. After 120 days of inactivity, the username will be disabled for security reasons. The user will have to submit an updated application to reactivate the account.
8. The DVS BUSINESS PARTNER understands that improper use or release of the information contained on DVS records may result in loss of record access as well as possible civil penalties under both state and federal laws.

9. Information Security

Attach a copy of a plan outlining the steps or methods the DVS BUSINESS PARTNER will take to secure and protect the DVS information requested in this application. The plan must address the following issues:

- Security of files and/or copies of records.
- Security of online computer terminals.
- Designation of authorized users/assignment of access codes.
- Proposed audit/management control over access and dissemination of requested information.
- Authentication method used to access online computer terminal(s).

For automated interfaces/electronic extraction and storage of data, also include:

- Security of records, files, and systems.
- Names and addresses of data extraction method and software creators/vendors.
- Network diagrams and descriptions of data extraction methods and software.
- Descriptions of system support processes including backup methods and frequencies.

10. Training

Employees of the DVS BUSINESS PARTNER who receive access to DVS records information must complete data privacy training on the security and confidentiality of DVS data. The training is provided via e-mail to the contact person of the DVS BUSINESS PARTNER. Each employee of the DVS BUSINESS PARTNER must print the certificate of completion provided at the end of the training. This must be retained in your office for audit purposes.

11. Report of Misuse

All incidents of misuse, or suspected misuse, by DVS BUSINESS PARTNER employees must be reported to DVS. DVS will examine each incident for validity and forward any substantiated report of misuse for further investigation to the DVS BUSINESS PARTNER and/or law enforcement. Failure to report confirmed or suspected misuse may result in suspension or cancellation of the DVS BUSINESS PARTNER user account.

12. Liability

Each party will be responsible for its own acts and behavior and the results thereof.

13. Government Data Practices

The DVS BUSINESS PARTNER and the STATE must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and U.S. Code Title 18 § 2721, as they apply to all data provided by the STATE under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the DVS BUSINESS PARTNER under this agreement. The civil remedies of Minn. Stat. §§ 13.08 and 13.09, and U.S. Code Title 18 § 2721 apply to the release of the data referred to in this clause by either the DVS BUSINESS PARTNER or DVS (See **Exhibits A and B**).

14. Audits

The STATE maintains an electronic log of data accessed through the DVS website. This electronic log includes, in part, the user name, date, time, IP address, and the data queried.

The DVS BUSINESS PARTNER must maintain a record to verify work-related queries. This record must be maintained for at least three (3) years from the date of the inquiry and must be presented to the STATE upon request.

Inspection of Records

The DVS BUSINESS PARTNER's place of business shall be available within a reasonable period of time for an electronic or manual audit of records upon request from the STATE or its representative. The DVS BUSINESS PARTNER understands that failure to respond to an audit report request with findings may result in suspension or cancellation of the DVS BUSINESS PARTNER's user account.

Audits will be conducted at the DVS BUSINESS PARTNER's expense.

15. Termination

The STATE or the DVS BUSINESS PARTNER may terminate this agreement at any time, with or without cause, upon written notice to the other party.

16. Intended Use Statement

Pursuant to 18 U.S.C. § 2721, check the box(es) that correspond to the permissible use(s) that allows your organization access to DVS data.

See **Exhibit B for the list of permissible uses**. Check all uses that apply.

- | | |
|----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 9 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 6 | <input type="checkbox"/> 13 |
| <input type="checkbox"/> 7 | <input type="checkbox"/> 14 |

Type of Access Required

Driver's License Data

Provide general use and specific examples of how the driver's license data will be used by DVS Business Partner employees.

Motor Vehicle Data

Provide general use and specific examples of how the motor vehicle data will be used by DVS Business Partner employees.

Photo Access -- Check the box below that applies to the DVS Business Partner pursuant to Minn. Stat. § 171.07, Subd. 1a.

To the issuance and control of drivers' licenses;

To criminal justice agencies, as defined in section [299C.46, subdivision 2](#), for the investigation and prosecution of crimes, service of process, enforcement of no contact orders, location of missing persons, investigation and preparation of cases for criminal, juvenile, and traffic court, and supervision of offenders;

To public defenders, as defined in section [611.272](#), for the investigation and preparation of cases for criminal, juvenile, and traffic courts;

To child support enforcement purposes under section [256.978](#)

Provide specific examples of how the driver's license photo data will be used by DVS Business Partner employees pursuant to Minn. Stat. § 171.07.

Other data access request and authority – Please Explain:

I, the undersigned, as an authorized representative of the DVS BUSINESS PARTNER, agree that by signing this agreement that the information provided on this document is correct, and I agree to the terms and conditions for intended use of DVS data as defined in Exhibit A and Exhibit B, which are attached and incorporated into this agreement by reference. The DVS BUSINESS PARTNER must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and U.S. Code Title 18 § 2721, as they apply to all data provided by DVS under this agreement. Each party will be responsible for its own acts and behavior and the results thereof. The civil remedies of Minn. Stat. § 13.08 and § 13.09, and U.S. Code Title 18 § 2721, apply to the release of the data referred to in the clause by either the DVS BUSINESS PARTNER or DVS.

| DVS Business Partner | State Agency |
|----------------------|----------------------|
| Signature: _____ | Signature: _____ |
| Printed Name: | Printed Name: |
| Title (no acronyms): | Title (no acronyms): |
| Date: | Date: |
| Email: | |
| Phone Number: | |

**Please send completed form to DVS:
 Email to DVS.DataServices@state.mn.us or fax to (651) 797-1205**

CONTACT PERSON AND ADDRESS INFORMATION

Please provide contact information for your organization. The contact person is the only person who will receive e-mail communications from DVS regarding user name information for this account.

Date: _____

Entity Name: _____

Address (line 1): _____

Address (line 2): _____

Phone: _____

Contact Person: _____

Signature of Contact Person: _____

Email: _____

Phone: _____

Submit completed form to DVS Data Services by:

Email: dvs.dataservices@state.mn.us

or

Fax: (651) 797-1205

Exhibit A

Access to Driver License and Motor Vehicle records is governed by Minnesota Statutes Sections 168.346, 171.12 Subd. 7 and 171.12 Subd. 7a. and United States Code, Title 18, Sections 2722-2725.

Under United States Code, Title 18, Sec. 2722 the following are unlawful acts:

(a) Procurement for Unlawful Purposes. -- It shall be unlawful for any person knowingly to obtain or disclose personal information, from a motor vehicle record, for any use not permitted under section 2721(b) of this title.

(b) False Representation. -- It shall be unlawful for any person to make false representation to obtain any personal information from an individual's motor vehicle record.

Under United States Code, Title 18, Sec. 2723 the following penalty may apply to unlawful acts:

(a) Criminal Fine. -- A person who knowingly violates this chapter shall be fined under this title.

United States Code, Title 18, Sec. 2724 provides for the following Civil action.

(a) Cause of Action. -- A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under this chapter shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court.

(b) Remedies. -- The court may award--

- (1) actual damages, but not less than liquidated damages in the amount of \$2,500;
- (2) punitive damages upon proof of willful or reckless disregard of the law;
- (3) reasonable attorneys' fees and other litigation costs reasonably incurred; and
- (4) such other preliminary and equitable relief as the court determines to be appropriate.

Under United States Code Title 18, Sec. 2725 Motor vehicle record is defined as:

(1) "motor vehicle record" means any record that pertains to a motor vehicle operator's permit, motor vehicle title, motor vehicle registration, or identification card issued by a department of motor vehicles;

Exhibit B

Permissible Uses of Motor Vehicle Data as provided in United States Code, Title 18, Section 2721

- 1) For use by any government agency, including court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State or local agency in carrying out its functions.
- 2) For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- 3) For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only (A) to verify the accuracy of personal information submitted by the individual to the business or its agencies, employees, or contractors; and (B) if such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
- 4) For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State or local court.
- 5) For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
- 6) For use by any insurer or insurance support organization, or by self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- 7) For use in providing notice to the owners of towed or impounded vehicles.
- 8) For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
- 9) For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
- 10) For use in connection with the operation of private toll transportation facilities.
- 11) For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
- 12) For bulk distribution for surveys, marketing, or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
- 13) For Use by any requester, if the requester demonstrates it has obtained written consent of the individual to whom the information pertains.
- 14) For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety. **List specific statutory authorization.**