![Minnesota Department of Natural Resources logo] **DEPARTMENT OF NATURAL RESOURCES**

STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES (DNR)

Electronic License System (ELS) Web Access Agreement
Deputy Registrar Employee

1. _____. I understand that by signing this agreement I agree to the terms and conditions for gaining access to Department of Natural Resources (DNR) Electronic License System (ELS) customer data for use by an authorized DNR Business Partner (DEPUTY REGISTRAR) and their employees.

2. _____. DNR ELS customer data is classified as private data under the Minnesota Government Data Practices Act and Minnesota Statutes, section 84.0874. Access to the DNR ELS customer data will be restricted to employees in performing their duties as a DEPUTY REGISTRAR.

3. _____. DNR ELS customer data obtained by the employees will not be used for personal or non-business purposes or re-released to others for purposes beyond the DEPUTY REGISTRAR duties.

4. _____. Each DEPUTY REGISTRAR employee accessing ELS customer data will be required to sign this agreement regarding usage and dissemination of the DNR data. Access is granted to the employee only and does not transfer to any other employee, person or entity.

5. _____. Each DEPUTY REGISTRAR employee will be assigned a login identification code by the DNR. The employee is responsible for the security of their login identification and password.

6. _____. The DEPUTY REGISTRAR and the employee understand that improper use or release of DNR ELS customer data will results in loss of WEB application access, as well as potential **civil and criminal penalties** under the Minnesota Government Data Practices Act and other state and federal laws.

7. _____. The DEPUTY REGISTRAR will provide one contact person/supervisor who will act as the liaison with the DNR for any questions or support related to use of the data. The contact person will be responsible for submitting all signed employee Web Access Agreement forms for each DEPUTY REGISTRAR employee accessing the data.

DEPUTY REGISTRAR *(Please type, or print legibly)*

DEPUTY REGISTRAR OFFICE: _____

Employee Name (please print): _____ Employee Signature: _____

Phone: _____ E-mail: _____

Date: _____

I HAVE VIEWED THE ELS DATA PRIVACY TRAINING PRESENTION INTIAL: _____

SUPERVISOR'S APPROVAL BELOW

Supervisors Initial:

1. _____. Termination Notification
The DNR or the DEPUTY REGISTRAR may terminate this agreement at any time, with or without cause, upon written notice to the other party. The DEPUTY REGISTRAR shall immediately notify the DNR upon the departure or termination of an employee that has access to ELS.

Supervisor Name (please print): _____ Supervisor Signature: _____

Phone: _____ E-mail: _____ Date: _____

MINNESOTA STATUTES, SEC. 84.0874 ELECTRONIC LICENSING SYSTEM DATA.

(a) The following data created, collected, stored, or maintained by the department for purposes of obtaining a noncommercial game and fish license, cross-country ski pass, horse pass, or snowmobile trail sticker; registering a recreational motor vehicle; or any other electronic licensing transaction are private data on individuals as defined in section 13.02, subdivision 12: name, addresses, driver's license number, and date of birth. The data may be disclosed for law enforcement purposes. The data, other than the driver's license number, may be disclosed to a government entity and for natural resources management purposes, including recruitment, retention, and training certification and verification.

(b) Private data on individuals under paragraph (a) may be disclosed as follows:

(1) for use by any government agency, including a 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 vehicle or operator safety and theft, emissions, product alterations, recalls or advisories, and performance monitoring;

(3) for use in the normal course of business by a legitimate business or its agents, employees, or contractors, in order to verify the accuracy of personal information submitted by an individual. If the information as submitted is not correct or is no longer correct, correct information may be obtained only for the purpose of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual. If the person requesting access is acting as the agent of a lienholder, the requester must submit proof of a contract with the lienholder;

(4) for use in connection with any civil, criminal, administrative, or arbitration proceedings in any federal, state, or local court or agency or before any self-regulatory body, including 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, provided that the requester provides a copy of the court order;

(5) for use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities or antifraud activities. If the person requesting access is an agent of an insurance company, the requester must provide the insurance company's name;

(6) for use in providing notice to the owners of towed or impounded recreational vehicles or watercraft. The person requesting access must provide the name, address, and telephone number of the entity that requested that the recreational vehicle or watercraft be towed;

(7) for use by any licensed private investigative agency or licensed security service for any purpose permitted under this section, provided that the person provides a copy of a valid license; or

(8) where the use is related to the physical safety or security of operators, vehicles, pedestrians, or property.

The commissioner must not disclose data under this paragraph if the commissioner concludes that the requester is likely to use the data for an improper purpose or other purpose not authorized by this paragraph.