

# Report Summarizing Data Practices Audit

January 30, 2026

## Purpose

Pursuant to Minnesota Statutes, section 342.20, subdivision 5(c), this report serves as the Office of Cannabis Management's (OCM) notice of completion of the independent audit and summary of audit results.

The independent audit provides an assessment of whether OCM's established written procedures ensure that only individuals authorized by law may enter, update, or access data maintained by the office and classified as non-public or private data on individuals and that an authorized individual's ability to enter, update, or access not public data must correspond to the official duties or training level of the individual and to the statutory authorization granting access for that purpose.

## Findings

The independent audit contains two factual findings. The first factual finding was on the issue of multiple department heads requesting access to Accela (OCM licensing software). The report recommended that "OCM form a team of senior staff members, or designate a senior staff member, who will be charged with the responsibility to review all requests for access to Accela and approve accordingly." OCM's response, included in the report, noted that OCM has an approval process in place, but in light of this finding has reviewed and updated its written policy to better address this identified risk.

The second factual finding was on the issue of the customer service department having read-write access to Accela. The report recommended that "OCM management should ensure that read only and read-write access are given only to individuals based on the functionality or job description as needed to perform their job into Accela. This shows proper management control over non-public or private data on individuals." OCM's response, included in the report, was that OCM "[m]anagement acknowledges the recommendation for reviewing the customer service job descriptions to ensure it reflects duties accordingly and that access to systems is documented accordingly."

Upon review, the Legislature should find that the independent audit demonstrates OCM is in general compliance with section 342.20, subdivision 5, and has already undertaken action to address the two findings in the independent audit. OCM is utilizing an off-the-shelf product, the Accela licensing software, that broadly achieves OCM's obligation to manage and protect non-public and private data.