

DATA PROTECTION OFFICER



Each educational agency must **designate a Data Protection Officer** to be **responsible for the implementation** of the policies and procedures required in **Education Law 2-d**. The designee will also serve as the point of contact for data security and privacy for the educational agency. To learn more about this requirement, agencies can review Part 121.8 of the Regulations.

POTENTIAL RESPONSIBILITIES, QUALIFICATIONS, AND CONSIDERATIONS

Job Responsibilities:

- Serve as the point of contact for data security and privacy for the educational agency.
- Implement privacy governance measures to manage the use of personally identifiable information to ensure compliance with Education Law 2-d.
- Coordinate the implementation of the policies and procedures required under Education Law 2-d and Part 121.
- Monitor the educational agency's compliance with state and federal data privacy laws and regulations.
- Develop an incident response plan and a procedure for stakeholders to file complaints about breaches or unauthorized releases of student data.
- Facilitate the delivery of an annual information privacy and security awareness training.
- Review projects, contracts and procurements that will create, collect or process personally identifiable information for compliance.
- Develop and maintain the educational agencies Data Security and Privacy Action Plan.

Preferred Knowledge, Skills and Abilities:

- Must have appropriate knowledge, training and experience to implement the district's data security and privacy program, in compliance with Education Law 2-d.
- Ability to interact effectively with people at all organizational levels of the agency.
- Ability to exercise leadership, influence change and implement solutions.
- Ability to handle confidential and sensitive information with discretion.

Organizational Relationships:

- Reporting structure provides access to leaders with decision making authority
- Reports annually to the Board of Education on the agency's data security and privacy posture
- Collaborates with stakeholders (IT, internal audit, school attorneys, etc.) to fulfill this role