









# DATA SECURITY AND PRIVACY POLICY








**Education Law 2-d requires educational agencies to adopt a policy on data security and privacy by July 1, 2020.** The chart below highlights some of the components that will be addressed in this policy and related procedures. Additionally, the law requires educational agencies to publish the policy on the district's website. To learn more about this requirement, agencies can review Part 121.5 of the Regulations.

## DATA SECURITY AND PRIVACY POLICY SAMPLE AREAS OF FOCUS

 <p><b>NIST CSF ALIGNED PRACTICES</b> NIST Cybersecurity Framework aligned practices</p>	 <p><b>DATA GOVERNANCE</b> ensure every use of PII benefits students and the educational agency</p>	 <p><b>DISCLOSURE AVOIDANCE</b> protection of PII in public reports</p>	 <p><b>STATE AND FEDERAL LAWS</b> FERPA, IDEA, and other laws</p>
 <p><b>DATA PROTECTION OFFICER</b> employee responsible for the implementation of the policies</p>	 <p><b>ANNUAL EMPLOYEE TRAINING</b> privacy and security awareness training</p>	 <p><b>PARENT COMPLAINT PROCEDURES</b> complaints about breaches or unauthorized releases of student data</p>	 <p><b>INCIDENT REPORTING AND NOTIFICATION</b> report the breach to the NYSED CPO and impacted stakeholders</p>

## POLICY IMPLEMENTATION TIMELINE

 <p><b>NYSED MODEL POLICY AVAILABLE</b></p>	 <p><b>LOCAL MODEL POLICIES AVAILABLE</b></p>	 <p><b>EDUCATIONAL AGENCY ADOPTS DATA SECURITY AND PRIVACY POLICY</b></p>	 <p><b>POLICY IS POSTED ON WEBSITE AND NOTICE PROVIDED TO OFFICERS AND EMPLOYEES</b></p>	 <p><b>DATA PROTECTION OFFICER MONITORS COMPLIANCE</b></p>
<p><b>WINTER 2019</b></p>	<p><b>WINTER 2019</b></p>	<p><b>BY JULY 1, 2020</b></p>	<p><b>BY JULY 1, 2020</b></p>	<p><b>ONGOING</b></p>