




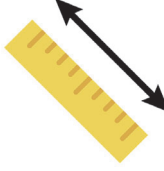


# INCIDENT REPORTING AND NOTIFICATION



**Educational agencies** shall **report every** discovery or report of a **breach or unauthorized release of student, teacher or principal data to the Chief Privacy Officer and notify impacted stakeholders.** To learn more about this requirement, agencies can review Part 121.10 of the Regulations.

## EDUCATIONAL AGENCY INCIDENT REPORTING AND NOTIFICATION STEPS



AGENCY NOTIFIES IMPACTED FAMILIES AND STAFF NO MORE THAN 60 DAYS AFTER DISCOVERY					
 BRIEF DESCRIPTION OF INCIDENT	 DATE OF INCIDENT AND DISCOVERY	 TYPE OF PII AFFECTED	 NUMBER OF RECORDS AFFECTED	 DESCRIPTION OF INVESTIGATION	 CONTACT PERSON

## MODEL PARENT / STAFF INCIDENT NOTIFICATION LETTER

This letter is to inform you of an incident that occurred within the [insert system]. This incident resulted in student/staff/etc data being compromised by an outside entity. Our Incident Response Team acted quickly to assess and mitigate the situation.

[insert a brief description of the breach or unauthorized release; the dates of the incident and the date of discovery; a description of the types of personally identifiable information affected; an estimate of the number of records affected; a brief description of the educational agency's investigation or plan to investigate]

Please know that our district is committed to protecting and securing educational data. Our team has extensive training in data security and privacy, and our systems have many controls in place to protect your child's educational records. Our team is working with a group of experts to review the incident and implement appropriate measures to protect against this type of incident occurring in the future. Please contact [insert name] with any questions you may have regarding this incident and our response.