

# ANNUAL EMPLOYEE TRAINING

Educational agencies are responsible for providing data privacy and security awareness training to their officers and employees with access to personally identifiable information annually. Training should include training on the state and federal laws, and how employees can comply with such laws. Each agency must also provide notice of the agency’s data security and privacy policy to all its officers and employees. To learn more about this requirement, agencies can review 121.7 of the Regulations.

## REQUIREMENTS FOR NYS EDUCATIONAL AGENCIES



### COMPLIANCE CHECKS

#### Training:

- ✓ All Employees and Officers with Access to PII Trained Annually

#### Specialized Training:

- ✓ Review Section PR.AT of the NIST CSF (Targeted Staff Need Additional Training)



### BEST PRACTICES



#### COMPLYING WITH STATE AND FEDERAL LAWS

Training on the state and federal laws that protect PII, and how employees can comply with such laws.

- **NEW YORK STATE EDUCATION LAW 2-D**

This law protects the privacy and security of personally identifiable information (PII) of students, and certain APPR data. The law outlines requirements for educational agencies and their contractors.

- **PROTECTED DATA**

Employees need to know what types of information are protected.

- **PARENTS’ RIGHTS**

Employees should be aware of the Bill of Rights. For example, parents have the right to inspect their child’s education record.

- **DISTRICT POLICY**

Each agency must provide notice of the agency’s data security and privacy policy to all its officers and employees.

- **SECURITY AWARENESS TOPICS**

The NIST CSF includes controls related to personnel being provided cybersecurity awareness education and trained to perform duties consistent with policies and agreements.

- **REQUIREMENTS RELATED TO THIRD-PARTY CONTRACTOR**

Employees must be informed that contracts created through clicking an “accept” agreement are subject to Ed Law 2-d if, as a result of using that contractor’s product, the contractor receives protected PII from the agency.

- **INCIDENT PROCEDURES**

Employees must be informed of incident complaint, response, and notification requirements.

- **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

This is the foundational federal law related to the privacy of students’ educational records. FERPA limits access to student records and details rules to follow when providing access to or disclosing the data.

- **CHILDREN’S ONLINE PRIVACY PROTECTION ACT (COPPA)**

COPPA imposes requirements on operators of websites, games, apps or online services directed to children under 13, and on online service providers that collect PII online from a child under 13.

- **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA defines the rules states and districts must follow when administering surveys, analysis, and evaluations funded by the US Department of Education.