

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY

**POLICY SERIES:** Data Privacy and Records

**SUBJECT:** Goals

**BOARD APPROVED:** February 2013

**REVISION DATE:**

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### DPR100 Goals

#### I. PURPOSE

The purpose of this policy is to articulate the Board's commitment to complying with federal and state data privacy requirements.

#### II. GENERAL STATEMENT OF POLICY

The Board recognizes that data collected, created, received, maintained or disseminated by the District is government data subject to federal and state data privacy requirements. In complying with these requirements, the Board seeks to achieve a proper balance among the public's right to know, an individual's privacy rights and the District's need to have and use data to do its work.

#### III. DATA PRIVACY AND RECORDS GOALS

The Board seeks to accomplish the following goals:

- A. Create, collect and maintain data as necessary for the administration and management of the District;
- B. Safeguard the privacy rights of District staff and students through secure record-keeping, retention and destruction procedures; and
- C. Ensure proper access to the public through compliance with federal and state data privacy requirements in the release or dissemination of District data.

#### IV. RESPONSIBLE AUTHORITY

The Superintendent is the responsible authority for the collection, use and dissemination of District data. The Superintendent or designee shall maintain procedures for the collection, classification, maintenance and release of data on individuals, and review such procedures regularly to assure that data is safeguarded and the privacy of the individual is maintained.