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BOARD POLICY

830 Security of C… Personal Information/Breach Notification Draft 3 10.22.26

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Purpose

The Board is committed to the security of the district's computerized data and to addressing the risk of a breach of the district's systems involving the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

Authority

The Board requires that records containing personal information be securely maintained, stored, and managed in compliance with state and federal laws, regulations, Board policy, administrative regulations, and the district's Records Management Plan.[1] [2] [3] [4] [5] [6] [7] [8]

The Board directs the district to provide notice as required by law to any individual ~~resident of the Commonwealth~~ whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[1]

Definitions

Breach of the security of the system - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of a database of personal information regarding multiple individuals and that causes, or the district reasonably believes has caused, or will cause, loss or injury to any individual ~~resident of the Commonwealth~~. Acquisition of personal information by an employee or agent acting in good faith on behalf of the school district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.[9]

Determination - a verification or reasonable certainty that a breach of the security of the system has occurred.[9]

Discovery - the knowledge of or reasonable suspicion that a breach of the security of the system has occurred.[9]

Encryption - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[9]

Personal information - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[9]

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.[9]

5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.[9]

6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.[9] **[10]**

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[9]

Redact - includes, but is not limited to, alteration or truncation such that no more than the last four (4) digits of a Social Security number, driver's license number, state identification card number or account number is accessible as part of the data.[9]

Delegation of Responsibility

The Superintendent or designee shall ensure that the district provides notice, as required by law, of any breach of the security of the district's systems.[1]

The Superintendent, in collaboration with appropriate administrators, shall develop administrative regulations to implement this policy, which shall include, but not be limited to:[1]

1. Procedures following discovery of a breach.

2. Procedures for the determination of a breach and whether breach notification is required under the law.

3. Breach notification procedures including timeline requirements, who must be notified and methods for such notice.

Guidelines

Upon determination of a breach of the security of the system, the Superintendent or designee shall provide notice to the district attorney in the county where the breach occurred and to any individual ~~resident of the Commonwealth~~ whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made in accordance with the provisions of law regarding timelines and methods of notification.[1]

The notice shall be made without an unreasonable delay, except when a law enforcement agency determines and advises the district in writing, citing the applicable section of law, that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system.[11][12]

The district shall also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.**[1]**

Legal Footnotes

[1] **73 P.S. 2301 et seq**
LEGAL REFERENCE

[2] **Pol. 113.4 — Confidentiality of Special Education Student Information**
POLICY REFERENCE

[3] **Pol. 216 — Student Records**
POLICY REFERENCE

[4] **Pol. 324 — Personnel Files**
POLICY REFERENCE

[5] **Pol. 800 — Records Management**
POLICY REFERENCE

[6] **Pol. 800.1**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[7] **Pol. 815 — Acceptable Use of Computers, Email, Network Resources, and Internet Access**

[8] **Pol. 830.1**
POLICY REFERENCE
Referenced policy is not available in this policy book.

POLICY REFERENCE

[9] 73 P.S. 2302
LEGAL REFERENCE

[10] Pol. 801 — Public Records
POLICY REFERENCE

[11] 73 P.S. 2303
LEGAL REFERENCE

[12] 73 P.S. 2304
LEGAL REFERENCE