

Data Governance and Security
F-270-P

The District may need to access, record, and keep confidential information to comply with District policy, procedures and law. The District will store information that is critical to the operation of the District. The District will take the necessary precautions to protect this information, as allowed by law. Personally identifiable information and critical information will only be accessed on a need to know basis. All individuals granted privilege to confidential and critical information are required to protect this information from all inappropriate or unauthorized access.

Any person that believes confidential or critical information has been inappropriately accessed shall immediately notify the Superintendent or designee of their concern. District personnel will promptly launch an investigation into all concerns or allegations. District employees may utilize outside personnel in the investigation and resolution of any concerns regarding Data Governance and Security.

The District will seek legal recourse against individuals who violate this policy. District employees may be disciplined up to termination of employment for recording, altering or inappropriately accessing confidential or critical information.