

## **Data Backup and Storage**

**EHA AE**

This policy is to create a retrievable, exact copy of personally identifiable information, education data and sensitive information before the movement of equipment, major/minor application updates, and /or any process that could have the potential of negatively or unintentionally modifying student, teacher, and personally identifiable information (PII). It applies to Crook County School District #1 in its entirety, including all work force members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by CCSD#1. All work force members are responsible for the security of protected information.

Crook County School District #1 will

- determine when backups are needed prior to the movement of any equipment, major/minor application updates, and/or any process that could have the potential of negatively or unintentionally modifying sensitive information.
- make an exact, retrievable copy of the data.
- test the copy of the data to make sure the copy of the data is exact and retrievable
- store the backed up data in a secure location and ensure that the appropriate access controls are implemented to only allow authorized access to all such data.

The superintendent will be responsible for ensuring the implementation of this policy. Failure to comply with this or any other security policy will result in disciplinary actions as per the policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: October 17, 2016