

## **Data Access Authorization**

## **EHAAI**

The intent of this document is to implement policies and procedures for granting initial right of access to sensitive information, to include by not limited to student data. This includes, for example, authorization required to access a workstation, transaction, program, process or other mechanism.

This policy applies to Crook County School District #1 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 student information. In addition, some third parties such as contractors or vendors, may be required to abide by parts of or in whole this policy as indicated in contractual requirements.

Crook County School District #1 individual access requirements:

- are based on the role and assignment of the work force employee to the appropriate access control group(s)
- factors such as the principle of least privilege and separation of duties will influence access rights granted to an individual or group will follow
- the fundamental principle of “need to know” will be applied within CCSD#1 to determine access privileges
- access to sensitive information will be granted only if that individual has a legitimate educational or business need for the information
- reasonable efforts will be made to limit the amount of information to the minimum necessary needed to accomplish the intended purpose of the use, disclosure, or request.

The technology coordinator and business manager are responsible for ensuring the implementation of this policy. They will review the access rights of individuals to ascertain that they are aligned with the individual’s job role or function.

Failure to comply with this or any other security policy will result in disciplinary actions as per 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)

Adopted:        October 17, 2016