

## Granite School District Breach Notification

### **Purpose:**

Granite School District recognizes that information, data and records are important assets and necessary to the operation, educational programs, and mission of the School District. School District information records must be protected in all of their forms, on all types of media and during all phases of their life cycle, from unauthorized or inappropriate access, modifications, disclosure or destruction.

With the increased reliance upon electronic data and the maintenance of personal information of students, employees and others in electronic and other formats, the school district is concerned about the risk of a breach in the electronic security systems and other possible disclosures of personal information.

### **Definitions:**

- 1- **Data Breach** – means unauthorized access and acquisition of employee or student data in any of its forms that compromise the security or confidentiality of personal information maintained by the school district as part of the database of Personal Information regarding multiple individuals and that causes or the School District reasonably believes has caused or will cause, loss or injury to any Granite School District student or staff member.

Good faith acquisition of personal information by an employee or agent of the School District for the purpose of the School District is not a breach of the systems security if the personal information is not used for the purpose other than a lawful purpose of the School District and is not subject to unauthorized disclosure.

- 2- **Personal Staff Information** - Includes an individual's first name or first initial and last name in combination with and linked to social security number and not encrypted or redacted:
- 3- **Personal Student Information** - 'Necessary student data' information as outlined in the Student Data Protection Act (53A-1-1409) such as student last name, first name, birth date, home address or other personally identifiable information.

### **Breach protocol:**

In the event a staff member, student or parent suspects a data breach or a compromise of GSD's systems has occurred, contact the District's Director of Information Systems/Data Privacy Officer for immediate investigation.

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### **Investigation:**

The Information Systems Director/Data Privacy Officer will assemble an investigation team after the report of a data breach or system compromise. This team may include the following members

- Core Infrastructure

- Educational Technology
- Applications group
- Finance
- Legal
- District Police
- Communication
- School/Department Affected
- Human Resources
- Additional departments based on the compromise.

**Breach notification/Communication Plan:**

The investigative team will work with GSD Communications, Policy and Legal Services and other departments to decide how to communicate the breach to: a) internal employees, b) Parents, c) the public, and d) those directly affected.