



PROPEL SCHOOLS

Personally Identifiable Information Policy

Purpose

Propel Schools recognizes the importance of safeguard personally identifiable information of their Staff and Students.

Propel shall maintain a system of safeguards to protect the confidentiality of students' staff members' personally identifiable information ("PII") when collecting, retaining, disclosing and destroying records.

Definitions

Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Personally identifiable information includes, but is not limited to:

1. Social security number
2. Username and password
3. Passport number
4. Credit card number
5. Clearances
6. Banking information
7. Biometrics
8. Data and place of birth
9. Mothers maiden name
10. Criminal, medical and financial records
11. Educational transcripts
12. Photos and video including any of the above

Policy Guidance

All electronic files that contain PII will be stored securely within password protected systems or on secured computer drives. All staff shall comply with the Network Usage policy to ensure the safeguarding of information on Propel's Network. Each staff member will be provided an individual password to be used only by that person to access the network. Users are to log off the system as soon as finished.



All physical files that contain Protected PII will reside within a locked file cabinet or room when not being actively viewed or modified.

PII is not to be downloaded to personal student or employee computer or mobile devices (such as laptops, personal digital assistants, mobile phones, tablets or removable media) or to systems outside the protection of Propel’s Network. PII will also not be sent through any form of insecure electronic communication E.g. instant messaging systems. Propel recognizes the need to send certain documentation through E-mail that may contain PII. All documents sent via E-mail containing PII must be password protected. The password will be sent separately to the recipient.

Disclosure of Staff PII

The PII of a staff member will not be disclosed to any individual unless a signed release form is received from the employee.

Disclosure of Student PII

Propel will not release PII concerning a student without the signed authorization of the parent or legal guardian. Propel shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with education services provided. All Staff shall be trained on Propel’s FERPA policy to ensure proper access to information student information.

Date Last Modified	Name	Modifications
4/16/2018	Jaclyn Hoover	Creation

Approved By	Date
Dr. Tina Chekan	May 21, 2018
Board of Trustees	May 21, 2018