

EDUCATION LAW 2-D PROJECT MANAGEMENT TOOL

Use the chart below to identify a potential educational agency timeline for completing the Education Law 2-d requirements. While all of the requirements impact educational agencies' daily practice, shading is used to highlight areas that require formal ongoing work and maintenance.

CATEGORIES	TASK	REG	PAGES	TIMELINE	COMPLETE
PROTECTION OF PII	Guidelines for Personally Identifiable Information Utilization Defined and Communicated to all Staff	121.2 121.5 121.7	5		<input type="checkbox"/>
BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY	Parents' Bill of Rights Published on District Website	121.3	6 - 9		<input type="checkbox"/>
	Supplemental Information Related to Third-Party Contracts Published on District Website				<input type="checkbox"/>
DATA SECURITY AND PRIVACY POLICY	Data Security and Privacy Policy Adopted and Notice Provided to Staff and Officers	121.5	10	By Oct. 1, 2020	<input type="checkbox"/>
NIST CYBERSECURITY FRAMEWORK	NIST CSF Aligned 2019-2020 Current Profile Developed	121.5	11 - 12		<input type="checkbox"/>
	NIST CSF Aligned Security and Privacy Plan (Profile and Action Plan) Developed and Maintained				<input type="checkbox"/>
THIRD-PARTY CONTRACTS	Inventory of Third-Party Contracts Developed and Maintained	121.2 121.3	13 - 14 Appendix		<input type="checkbox"/>
	Compliant Terms and Conditions Negotiated into Contracts (or Separate Data Sharing and Confidentiality Agreements) with Third-Party Contractors, Where Necessary	121.6 121.9 121.10			<input type="checkbox"/>
ANNUAL EMPLOYEE TRAINING	Employee Training Implemented	121.7	15		<input type="checkbox"/>
UNAUTHORIZED DISCLOSURE COMPLAINT PROCEDURES	Complaint Procedures Defined	121.4	16 - 17		<input type="checkbox"/>
	Breach, Unauthorized Release, and Complaint Record Maintained				<input type="checkbox"/>
INCIDENT REPORTING AND NOTIFICATION	Incident Reporting and Notification Procedures and Resources Developed	121.10	18 - 19		<input type="checkbox"/>
DATA PROTECTION OFFICER	Data Protection Officer Designated or Appointed	121.8	20 - 21		<input type="checkbox"/>