



Suffolk RIC

District Data Protection Officer Support Service 2023/2024 School Year

This service is designed to support a district's Data Protection Officer (DPO) as they strive to meet Education Law 2-d requirements and increase their cyber security posture. Districts agree to use the same/similar NIST policies and procedures, when appropriate, and to a phased-in approach of controls and prioritization of systems. Districts that commit to this service are automatically enrolled in the RIC One Data Privacy and Security Core Service and related service elements are italicized. Districts also have access to a DPO Help Desk for questions related to Ed Law 2-d.

| Education Law 2-d, Part 121 | Suffolk RIC service | District responsibilities <i>Paraphrased from Part 121 regulations</i> |
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| District Data Protection Officer (Regulation 121.8) | <ul style="list-style-type: none"> Serves to support the district's DPO Dedicated days/year (scheduled throughout year) Works with DPO to coordinate implementation of Ed Law 2-d, Part 121 Hosts semi-annual regional DPO User Group meeting | <ul style="list-style-type: none"> 'Designate a DPO' Serves as the main liaison for this service |
| Data Security and Privacy Policy (Regulation 121.5) | <ul style="list-style-type: none"> Assists the DPO with writing and cataloging policies Individual district instance of a compliance solution aimed at defining and documenting processes, procedures and functions that fulfill Part 121 regulations | <ul style="list-style-type: none"> 'Adopts and publishes a data security and privacy policy' Posts policies on district website |
| NIST Cyber Framework (Regulation 121.5) | <ul style="list-style-type: none"> Supports the DPO in cataloging the district's current profile as related to the NIST Cyber Framework Using the compliance solution, conducts phased-in approach of controls and prioritization of systems resulting in gap analysis and an action plan aimed at Target Profiles Facilitates semi-annual automated vulnerability testing and reporting, in coordination with the Suffolk RIC's Technical Services team | <ul style="list-style-type: none"> Provides leadership and assistance and will assemble teams, if necessary, to catalog profile District will review and make decisions based on the gap analysis |
| Bill of Rights (Regulation 121.3) | <ul style="list-style-type: none"> Assists the DPO with the development of the bill of rights | <ul style="list-style-type: none"> Develops bill of rights 'Publish on website a parents bill of rights' |
| Protection of PII (Regulation 121.2, 121.5, 121.7) | <ul style="list-style-type: none"> Recommends best-practices based on industry standards | <ul style="list-style-type: none"> Responsible for 'minimizing the collection, processing and transmission of PII' |
| Third Party Contracts (Regulation 121.3) | <ul style="list-style-type: none"> Supports the DPO in the collection and cataloging of applications | <ul style="list-style-type: none"> Protects PII in all applications used by district |

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| | <ul style="list-style-type: none"> • <i>Use of RIC One Inventory Tool</i> • Recommends best-practices | <ul style="list-style-type: none"> • Identifies applications and owners and supports the process of collecting and cataloging applications. • Assures contracts meet Ed Law 2-d requirements • Publish Third Party supplemental information on district website |
| Annual Employee Training (Regulation 121.5, 121.7) | <ul style="list-style-type: none"> • Supports the DPO in the coordination of annual employee training • Delivers training, as requested • <i>Use of RIC One Digital Blasts, video interviews, professional development modules and other resources</i> | <ul style="list-style-type: none"> • 'Annually provide data privacy and security awareness training' |
| Unauthorized Disclosure Complaints (Regulation 121.4) | <ul style="list-style-type: none"> • Recommends procedures for the filing of complaints and for the district to address complaints | <ul style="list-style-type: none"> • Establish and communicate 'procedures to file complaints about breaches or unauthorized releases of student data and/or teacher or principal data' |
| Incident Reporting and Notification (Regulation 121.10) | <ul style="list-style-type: none"> • Recommends procedures for incident reporting and notification | <ul style="list-style-type: none"> • Ensures an incident reporting and notification procedure is identified and implemented |

| District Size | Annual Investment |
|---|-------------------|
| Bantam (1 - 200 students) up to 5 days of support | \$4,135 |
| Level 1 (201 – 500 students) up to 5 days of support | \$6,895 |
| Level 2 (501 – 2,500 students) up to 7 days of support | \$13,702 |
| Level 3 (2501 – 4,000 students) up to 9 days of support | \$18,697 |
| Level 4 (4,001 – 9,000 students) up to 11 days of support | \$20,498 |
| Level 5 (9,001+ students) up to 11 days of support | \$23,234 |

One additional package of 12 dedicated days/district/year is available for \$10,173. This option could be used to provide a more customized experience or to provide more detailed NIST Cyber Framework reports, gap analysis, and risk assessments. One single additional day of support is \$995.

At the district's request, the following services associated with the protection of PII are also available at an additional cost:

- Offsite Backup services
- Penetration test (selection of independent providers via the Nassau BOCES RFP)
- Additional infrastructure vulnerability testing
- Hosting services
- Secure email, powered by Zix
- Cyber Response Planning

Contact Gary Zimmerman, Information Technology Security Coordinator, gzimmerm@esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.