Protecting Student and Staff Sensitive Data

Midland ISD

Outline

- What is Sensitive Data?
- How can I store Sensitive Data?
- How can I share Sensitive Data?
- General Security Guidelines
- Keep in mind
- Staff Development Opportunities

What is **Sensitive Data**?

(1)"Personal identifying information" means information that alone or in conjunction with other information identifies an individual, including an individual's:

(A)name, social security number, date of birth, or government-issued identification number;
(B)mother's maiden name;
(C)unique biometric data, including the individual's fingerprint, voice print, and retina or iris image;
(D) unique electronic identification number, address, or routing code; and
(E) telecommunication access device as defined by Section 32.51, Penal Code.

What is **Sensitive Data**?

(2) "Sensitive personal information" means, subject to Subsection (b):

   ==(A) an individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted:==

    (i) social security number;

    (ii) driver's license number or government-issued identification number; or

    (iii) account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; **or**

  (B) information that identifies an individual and relates to:

    (i) the physical or mental health or condition of the individual;

    (ii) the provision of health care to the individual; or

    (iii) payment for the provision of health care to the individual.

(b) For purposes of this chapter, the term "sensitive personal information" does not include publicly available information that is lawfully made available to the public from the federal government or a state or local government.

How can I store **Sensitive Data**?

- Access sensitive data directly from its source (Skyward, Gradebook, Eduphoria, Google Drive, etc.). Do not download or export data unless required.
- The following storage options are acceptable if sensitive data is downloaded or exported:
  - MISD network storage (P:\, V:\, etc.) is a safe option for storing sensitive data. Ensure you know who has access to the folder location before storing sensitive data there.
  - Google Drive

How can I store **Sensitive Data**? Cont.

- Cloud Storage other than Google Drive is not authorized. Do not save sensitive data in DropBox, SkyDrive, SugarSync, Cubby, iCloud or any other cloud storage.
- Do not store unencrypted sensitive data directly on your laptop hard drive. Otherwise, files stored directly on your computer hard drive are accessible by anybody who has access to your computer.
- Storing sensitive data on external storage such as flash drives and portable hard drives poses a serious threat. Storing sensitive data on external storage **must be approved and documented** by your campus or district administrator and all such data must be encrypted and password protected.
- All hard copies of sensitive data (LPAC information, Special Services information, Test results, PRC's, Transcripts, etc.) are required to be secured at all times. Hard copies of sensitive data are restricted from being transported or taken out of designated areas without supervisor approval.

How can I share **Sensitive Data**?

- Direct access to reports (Skyward, Gradebook, Eduphoria, etc.) is the most secure way to share data.
- Use MISD network storage (V:\, N:\, etc.) to share files.
- Share files in Google Drive
- DO NOT include sensitive data in emails
- DO NOT attach files with sensitive data to emails
- DO NOT put personal info in subject line of emails

General Security Guidelines

- Lock your computer when you leave the room. (Shortcut - **Windows Key + L** = Lock)
- Immediately report to technology and your supervisor any lost/stolen device that has Midland ISD email, Google Drive, or sensitive data. This includes personal devices.
- Use a passcode on all devices that have access to district data or email. This includes personal devices.
- Data is only as secure as your password.
- District issued tablets and phones are required to enable "find my device" services when available.

Keep in mind

- These guidelines only pertain to storing, transporting, and sharing ==sensitive data==.

- Storing, transporting, and sharing non-==sensitive data== like lesson plans, presentations, or textbook materials are not restricted.

Staff Development Opportunities

- Google Drive classes will be offered periodically and registrations will be posted on Eduphoria.

Questions

You can email misdwebmaster@midlandisd.net

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