

Safeguarding Personal Identifying Information

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) is committed to protecting the confidentiality of personal identifying information (PII) obtained, created, and/or maintained by the District. The Board directs District staff to safeguard PII in accordance with this policy, other Board policies concerning the creation, use, storage, or destruction of PII, and applicable law.

The District shall implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure or destruction. The District shall require third parties that create, maintain, and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure, or destruction.

The District shall ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as that term is defined by State law, the District shall conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General’s office, and consumer reporting agencies, in accordance with the notification and timeline requirements of State law.

Adopted June 25, 2019 by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. §§ 24-73-101 *et seq.* (consumer data privacy laws applicable to governmental entities, including school districts)

CROSS REFERENCES:

EGAEA: Electronic Communication

EHB: Record Retention

GBJ: Personnel Records and Files

JRA/JRC: Student Records/Release of Information on Students

JRCB: Privacy and Protection of Confidential Student Information