

SECURITY BREACH PROCEDURES

Procedure for Identifying Security Breaches:

In determining whether private information has been acquired, or is reasonably believed to have been acquired by an unauthorized person or a person without valid authorization, the district shall consider:

1. Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer, or other device containing information;
2. Indications that the information has been downloaded or copied;
3. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported;
4. Any other factors that the district shall deem appropriate and relevant to such a determination.

Procedure for Security Breach Notification:

The Superintendent or designee shall ensure that the district provides notice of any system security breach, following discovery, to any resident whose unencrypted personal information was or is reasonably believed to have been acquired by an unauthorized person. The disclosure will be made in the most expedient time possible and without unreasonable delay, except when a law enforcement agency determines and advises the district that notification will impede criminal investigation.

The district shall provide notice by at least one of the following methods:

1. Written notice to the last known home address for the resident;
2. Electronic notice, if the notice is consistent with the provisions regarding electronic records and signatures set forth in section 7001 of title 15 of the United States Code;
3. Substitute notice if the district can demonstrate that the cost of providing notice would exceed \$250,000.00 or that the affected class of subject persons to be notified exceeds 500,000, or the district does not have sufficient contact information. Substitute notice shall consist of e-mail notice, conspicuous posting of the notice on the district's web site, and notification to major statewide media.

POLICY ADOPTED: 17 Mar 08
POLICY AMENDED: 11 Aug 09