



## Emery School District Data Breach Guideline

### Purpose

Establishing a plan for responding to a data breach, complete with clearly defined roles and responsibilities, will promote better response coordination and help educational organizations shorten their incident response time. Prompt response is essential for minimizing the risk of any further data loss and, therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals.

### Policy

*Emery School District* shall follow industry best practices to protect information and data. In the event of a data breach or inadvertent disclosure of personally identifiable information, *Emery School District* staff shall follow industry best practices outlined in the Agency IT Security Policy for responding to the breach. Further, *Emery School District* shall follow best practices for notifying affected parties, including students, in the case of an adult student, or parents or legal guardians, if the student is not an adult student.

Concerns about security breaches must be reported immediately to the IT security manager who will collaborate with appropriate members of the *Emery School District* executive team to determine whether a security breach has occurred. If the *Emery School District* data breach response team determines that one or more employees or contracted partners have substantially failed to comply with *Emery School District's* Agency IT Security Policy and relevant privacy policies, they will identify appropriate consequences, which may include termination of employment or a contract and further legal action. Concerns about security breaches that involve the IT Security Manager must be reported immediately to the Superintendent.

*Emery School District* will provide and periodically update, in keeping with industry best practices, resources for Utah LEAs in preparing for and responding to a security breach. *Emery School District* will make these resources available on its website.