

## **Data Integrity**

## **EHAAD**

The intent of this policy is to protect student data and sensitive information from improper alteration, modification or destruction without detection until authorized to be disposed. It applies to electronically transmitted and internally stored data. This policy applies to Crook County School District #1 in its entirety, including all work force members including, but not limited to, full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to student data and sensitive information by CCSD#1. All work force members are responsible for the security of protected information.

### Crook County School District #1

- will review the results of risk analysis to identify data that must be protected from improper alteration or destruction
- will check files and associated directories where such data is stored for data integrity
- will ensure all sensitive information systems are designed to maintain data integrity
- will train members of the work force to report unauthorized data modification or destruction.

The superintendent will be responsible for ensuring the implementation of these requirements. Failure to comply with this or any other security policy will result in disciplinary actions as per policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

### References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: October 17, 2016

Reviewed: June 21, 2021