

GOAL Academy

Student Information Privacy and Protection Policy

Section: J: Students

Policy Number: J-12

Policy Name: Student Information Privacy and Protection Policy

Approval Authority: Board of Directors

Responsible Executive: Chief Information Officer

Responsible Office: Chief Information Officer

Originally Issued:

Revisions:

- 1. Policy Statement** - The GOAL Academy Student Information Privacy and Protection Policy exists to protect and preserve information that identifies individual students and their families with respect to information collected by GOAL Academy and its third-party partners. In addition to this Student Information Privacy and Protection Policy, GOAL Academy also observes compliance with all federal and state laws regarding data privacy.
- 2. Reason for Policy** - This policy provides general provisions for protection of student data and privacy and provides a consistent GOAL Academy policy regarding protection and control of student data and privacy.
- 3. Who Should Read This Policy** - All members of the GOAL Academy community.
- 4. Related Documents**
- 5. Contacts:** Chief Information Officer
- 6. Policy**

The GOAL Academy board authorizes the Chief Executive Officer or their designee to develop, implement, and publish data security guidance that shall authorize access to the student data system and to student personally identifiable information. The Chief Executive Officer or their designee shall develop policies and procedures that include:

- a) Privacy compliance standards
- b) Best practices for privacy and security audits

- c) Security breach planning, notice, and procedures;
- d) Data retention and destruction procedures;
- e) Data collection and sharing procedures;
- f) Best security practices for privacy when using online education services, including websites and applications;
- g) Guidance for contracts involving the outsourcing of educational services;
- h) Guidance for contracts involving online education services;
- i) Guidance for publishing a list of vendors that GOAL Academy contracts with that hold student personally identifiable information;
- j) Consequences for security breaches; and
- k) Staff training.

Online Education Services Contracts

All contracts that affect databases, assessments, or instructional supports that include student personally identifiable information and are outsourced to vendors shall include express provisions that safeguard privacy and security and include penalties for noncompliance.

School Service Contract Provider Material Breach

After GOAL Academy identifies the existence of a material breach from a School Service Contract Provider, as defined by Colorado Revised Statutes Section 22-16-103(8), the GOAL Academy Board shall hold a public hearing that includes discussion of the nature of the material breach, an opportunity for the contract provider to respond concerning the material breach, public testimony, and a decision as to whether GOAL Academy shall terminate or continue the contract.