

FAIRVIEW SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: NOTICE OF BREACH OF
COMPUTERIZED PERSONAL
INFORMATION

ADOPTED: August 21, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority 73 P.S. Sec. 2301 et seq</p> <p>3. Definitions 73 P.S. Sec. 2302</p>	<p style="text-align: center;">830. NOTICE OF BREACH OF COMPUTERIZED PERSONAL INFORMATION</p> <p>With the increased use and reliance upon electronic data, and the maintenance of personal information of employees and students in electronic format, the Board is aware of the risk of a breach in the district’s electronic system security and the disclosure of personal information. This policy is intended to address the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.</p> <p>The district is obligated to provide notification of any computerized system security breach following its discovery to any Pennsylvania resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.</p> <p>Breach of the system’s security is unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of the database of personal information of multiple individuals or that the district has reason to believe has caused or will cause loss or injury to any resident of Pennsylvania. Good faith acquisition of personal information by an employee or agent of the school district for the purpose of the district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.</p> <p>Encryption means the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.</p> <p>Individual means any natural person (not an entity or company).</p>
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73 P.S.
Sec. 2302

The district will provide notice in at least one (1) of the following four (4) methods:

1. Written notice to last known home address for the individual.
2. Telephone notice, if the person can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner, describes the incident in general terms, and verifies the personal information but does not require the person to provide personal information, and the person is provided with a telephone number to call or Internet web site to visit for further information or assistance.
3. E-mail notice, if a prior relationship exists and the school district has valid e-mail address for the individual.
4. Substitute notice, if the district determines that either the cost of notice exceeds \$100,000, the affected persons exceed 175,000 people, or the district does not have sufficient contact information. Substitute notice will consist of an e-mail notice and conspicuous posting of the notice on the district's web site, and notification to major statewide media.