

## **SAFEGUARDING PERSONAL IDENTIFYING INFORMATION**

The Board is committed to protecting the confidentiality of personal identifying information (PII) obtained, created and/or maintained by Centennial BOCES. The Board directs Centennial BOCES staff to safeguard PII in accordance with this policy, other Board policies concerning the creation, use, storage or destruction of PII, and applicable law.

Centennial BOCES shall implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure or destruction. Centennial BOCES shall require third parties that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure or destruction.

Centennial BOCES shall ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as that term is defined by state law, Centennial BOCES shall conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's office and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

LEGAL REF.: C.R.S. 24-73-101 et seq. (consumer data privacy laws applicable to governmental entities, including BOCES)

CROSS REFS.: EGAEA, Electronic Communication  
EHB, Record Retention  
GBJ, Personnel Records and Files  
JRA/JRC, Student Records/Release of Information on Students  
JRCB\*, Privacy and Protection of Confidential Student Information

Adopted: November 19, 2020  
Centennial BOCES