

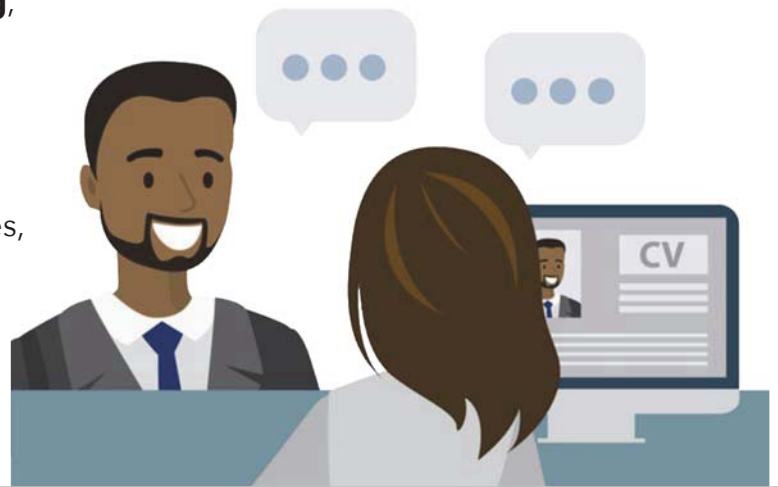
LEADERSHIP



Each educational agency must **designate one or more data protection officer(s)**. **These leaders will be responsible for** the implementation of the policies and **procedures required in Education Law Section 2-d**. The designee will also serve as the point of contact for data security and privacy for the educational agency. This requirement may be fulfilled by a current employee(s). To learn more about this requirement, agencies can review Part 121.8 of the Regulations.

POTENTIAL RESPONSIBILITIES OF THE DATA PROTECTION OFFICER

- **Implementing policies and managing the agencies compliance program**, reporting issues to the Superintendent.
- **Ensuring** that the educational **agency complies with** applicable state and federal **laws**, and agency **policies and procedures**.
- **Informing parents** and the community about **how schools use student data**, and the **measures taken to protect student privacy**.
- Evaluating new technologies and supporting the **negotiation of privacy and security terms and conditions into contracts** with third-party contractors.
- **Developing and maintaining the** educational agencies Data Security and Privacy **Action Plan**.
- Managing data security and privacy **training**, education, and awareness for staff and students.
- **Advising and counseling administration** and the Board of Education on best practices, new technologies, privacy complaints, and potential agency risks.
- **Assisting with investigations** and responses to breaches or incidents.



RECOMMENDED CREDENTIALS

CoSN recommends “**a senior district administrator be designated** as the person responsible for ensuring accountability for privacy laws and policies. The work of implementing and **ensuring compliance must be collaborative, and will cut across many departments**, but someone needs to be in charge.”