ADMINISTRATIVE DIRECTIVE

Notification of Breach of Security of Personal Information

8.90.030-AD

I. **Introduction**

This Administrative Directive addresses the process for the District when there has been a breach of security around student or employee personal information.

II. **Definitions**

Personal Information means a first name or first initial and last name in combination with any one or more of the following data elements, when the data elements are not rendered unusable through encryption, redaction, or other methods, or when the data elements are encrypted and the encryption key has also been acquired:

Social Security number;

Driver license number or state identification card number issued by the Department of Transportation;

Passport number or other United States issued identification number; or

Financial account number, credit or debit card number, in combination with a security code, access code, or password that would permit

For the purposes of this AD, personal information means any of the above listed data elements or combination of the data elements when not combined with first name or first initial and last name, and the data elements are not rendered unusable through encryption, redaction or other methods, if the information obtained would be sufficient to permit a person to commit identify theft against the person whos BC B36i/o1.)0p3fioh hnr ememe n.

communication with the affected people is by electronic means.

Substitute notice if the cost of providing notice exceeds $250,000, the affected class of people exceeds 350,000, or if the district does not have sufficient contact information to provide notice. Substitute notice consists of the following:

Conspicuous posting of the notice or a link to the

Notification to major statewide television and newspaper media

If the district discovers a breach of sec eЕ Е0.500ᶠᴮₐ)ТЕВ1 0 0 7 525.e dis1 232.85rrs аⁱ