

## **Safeguarding Personal Identifying Information**

The Board is committed to protecting the confidentiality of personal identifying information (PII) obtained, created and/or maintained by the BOCES. The Board directs 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.

The 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. The 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.

The 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, the 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.

### **EAST CENTRAL BOCES BOARD POLICY**

Adopted: June 17, 2020

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