



PERSONNEL: GENERAL

Data Governance

I. Policy Statement

- A. Data and records stored on Board of Education of Baltimore County (Board) information systems are the property of Baltimore County Public Schools (BCPS). Maintaining the confidentiality, integrity, and availability of data supporting the work of the educational and administrative functions of the school system is critical to the success of the mission of the Board. This data is a strategic asset to the school system and should be managed according to sound data governance procedures.

II. Implementation

- A. The Board directs the Superintendent to preserve the security and integrity of school system data and records, implement guidelines for proper stewardship and custodianship of data, and inform users of data of their responsibilities.

Legal References: 18 U.S.C. §2701-2711, *Electronic Communications Privacy Act*
 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act (FERPA)*
 42 U.S.C. §1320d-1, *Health Insurance Portability and Accountability Act (HIPAA)*
Annotated Code of Maryland, State Gov't §§10-611 to -630, Access to Public Records (Maryland Public Information Act)
 COMAR 13A.08.02, *Student Records*

Related Policies: Board of Education Policy 3170, *Quality Management System (QMS)*
 Board of Education Policy 4002, *Obligations of the Employees of the Board of Education of Baltimore County*

POLICY 4008

Board of Education Policy 4104, *Telecommunications Access to
Electronic Information, Services and Networks*

Board of Education Policy 5230, *Student Records*

Board of Education Policy 8361, *Statement of Purpose and Policy*

Related Rule: Superintendent's Rule 2373, *Public Information Act Requests*

Policy
Adopted: 12/06/11

Board of Education of Baltimore County