SECTION: OPERATIONS

TITLE: BREACH OF COMPUTERIZED PERSONAL INFORMATION

NORTHERN TIER CAREER CENTER

ADOPTED: August 23, 2012

REVISED:

	830. BREACH OF COMPUTERIZED PERSONAL INFORMATION
1. Purpose	With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Joint Operating Committee is concerned about the risk of a breach in the center's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the center will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.
2. Authority 73 P.S. Sec. 2301 et seq	The Joint Operating Committee directs that administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.
3. Definitions 73 P.S. Sec. 2302	**Breach of the system's security** - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the center as part of the database of personal information regarding multiple individuals and that the center reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the center for the purpose of the center is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the center and is not subject to further unauthorized disclosure. **Individual** - means any natural person, not an entity or company.
73 P.S. Sec. 2302	**Personal information** - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted: 1. Social security number. 2. Driver's license number or state identification card number issued instead of a driver's license.

	3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
Pol. 801	Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.
73 P.S. Sec. 2302	**Records** - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.
4. Delegation of Responsibility 73 P.S. Sec. 2303	The Administrative Director or designee shall ensure that the center provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the center in writing that the notification would impede a criminal or civil investigation, or the center must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The center will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.

References:

Breach of Personal Information Notification Act – 73 P.S. Sec. 2301 et seq.

Fair Credit Reporting Act – 15 U.S.C. Sec. 1681a

Joint Operating Committee Policy – 801 |