



Data Access and Management Policy™

"Education agencies are collecting more personally identifiable data about individual students and staff to meet reporting requirements of *No Child Left Behind* and other state and federal laws and regulations. In addition to reporting needs, education agencies are developing more robust data sets that can be used for analyzing factors that lead to student success. The collection of more specific individually identifiable information about students makes it crucial for agencies to have well-designed policies and procedures to ensure the security and confidentiality of the student records in their possession, and to enable local and state education agencies to meet the restrictions placed on the use and release of student records by the Family Educational Rights and Privacy Act (FERPA)."



--Barbara S. Clements, Ph.D., ESP Solutions Group

INSIGHT AND EXPERIENCE

ESP Solutions Group, Inc. has worked directly with local and state education agencies to develop policies and procedures toward the secure maintenance of student and staff records. Our team knows more about FERPA, the Health Information Portability and Accountability Act of 1996 (HIPAA), and the Freedom of Information Act (FOIA) than any other education consulting company.

FERPA requirements are changing. How will those changes affect your agency?

ESP will help you understand FERPA changes and will help your agency build trust with your community. We will develop a *Data Access and Management Policy* specifically for your education agency, which relates to your state laws and regulations and includes guidelines for ensuring secure maintenance of student records within your agency and appropriate release of information by your agency. This information can be shared with school districts, parents, and the public in order to reassure them of appropriate maintenance and use of the data in your possession.



Education agencies should not assume that all staff members with access to individually identifiable data know their responsibilities with regard to protecting the privacy and access restrictions of the information. The Data Access and Management Policy will spell out restrictions and appropriate procedures. We will make sure your staff is trained on the components of the policy to ensure adherence to the guidelines.

LED BY THE INDUSTRY'S BEST

ESP's Data Access and Management Services are led by Barbara S. Clements, Ph.D. She is a leading expert on the Family Educational Rights and Privacy Act, particularly as it applies to state and local education databases. She has advised local, state, and Federal education agencies on confidentiality, reliability, FERPA compliance, and privacy matters, and was recently asked to work with a university law school on FERPA compliance regarding data release.

Key Issues to consider for a Data Access and Management Policy

- > State laws and regulations
- > Measures used to promote security
- > Levels of access by staff
- > Appropriate release of data
- > Research use
- > Statistical measures
- > Improper disclosure response
- > Ownership of data

PRICING

Cost for the development of a Data Access and Management Policy for your education agency is dependent on the level of customization required. The project can also be combined with other ESP solutions, such as D3M Information Systems Architecture (ISA)™ or Disaster Prevention and Recovery Planning™.

For more information on the Data Access and Management Policy and other ESP solutions, please visit www.espsolutionsgroup.com, call 512-879-5300, or email info@espsg.com.