



# Student Data Collection Notice

## 2022 - 2023 School Year

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# Introduction

The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.

## Students' and Parents' Rights

A student owns their personally identifiable student data. A student may download, export, transfer, save, or maintain the student's data, including a document.

If there is a release of a student's personally identifiable student data due to a security breach, Park City School District (PCSD) will notify the student (if the student is an adult student) or the student's parent or legal guardian.

PCSD retains and disposes of student records in accordance with Section 63G-2-604 of the Utah Government Records Access and Management Act, Section 53E-9-306 of the Student Data Protection Act, and complies with active retention schedules for student records per Utah Division of Archive and Record Services.

In accordance with Utah Code Section 53E-9-306 and applicable rules adopted by the Utah State Board of Education, PCSD will expunge stored student data upon request of the student if the student is at least 23 years old. PCSD will adhere to applicable law and USBE rules governing what data may and may not be expunged.

## Student Data

### Data We Collect

The following data elements are collected for every PCSD student, and are considered necessary data required by state or federal law to conduct the regular activities of the District

- Name
- Birthdate
- Race/Ethnicity/Tribal affiliation
- Sex
- Parent/guardian contact information
- Custodial parent information
- Student identification number
- Assessment results (or an exception from taking the assessment)
- Transcripts (courses, grades, credits, GPA)
- Grade level
- Graduation date (or expected graduation date)

- School exit info
- Attendance and mobility
- Dropout
- Immunization information (or an exception from the immunization requirements)
- Remediation efforts
- Vision screening information as required by Utah Code § 53G-9-404 (or an exception from the vision screening)
- Information related to the Utah Registry of Autism and Developmental Disabilities, as described in Utah Code § 26-7-4
- Student injury information
- Disciplinary record created and maintained as described in Utah Code § 53E-9-306
- Juvenile delinquency records
- English language learner (ELL) status
- Child Find and special education evaluation data related to the initiation of an Individualized Education Plan under the Individuals with Disabilities Education Act

The following optional student data elements are data that we may collect in certain individual circumstances. The collection of this data requires written authorization from the parent or adult student, and may be required before services can be provided.

- Special education records under IDEA
- Student Health Plan information
- Information required to provide services to a student with a disability under Section 504 of the Rehabilitation Act
- Data not defined as Necessary or Prohibited but required for a Federal or other program

## Data We Do Not Collect

PCSD will not collect the following prohibited data items:

- Biometric information as defined in Utah Code § 53E-9-301.
- A student's social security number
- Information regarding a student's criminal Record, except to the extent it is required to be provided to PCSD under Utah Code § 78A-6-112

## How PCSD Stores and Protects Student Data

- Storage
  - Stored electronically
  - Paper files are stored in locked offices
  - Permanent records are stored in a secure location
- Protections
  - Access management
  - Suppression of small n-sizes for aggregated student data reports
  - Encrypted computers
  - HTTPS connections
  - Controlled building and server room access
  - Video surveillance

## Related Documents

- Student Privacy and Data Protection, Utah Code Ann. §§ 53E-9 et seq.
- Juvenile Court Act, Utah Code Ann. §§ 78A-6-112
- District Acceptable Use Policy 9110
- District Family Educational Rights and Privacy Policy 11000
- District Records Management Policy 4020
- District Data Governance Plan