Title: **Safeguarding Personal Identifying Information**
Code: EHC
Section: Section E: Support Services

Academy District 20 is committed to protecting the confidentiality of personal identifying information (PII) obtained, created and/or maintained by the District. The District directs District staff to safeguard PII in accordance with this policy, other administrative policies concerning the creation, use, storage or destruction of PII, and applicable law.

The District 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 District 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 District 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 District 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.

Adopted: December 14, 2020

LEGAL REF.: C.R.S. 24-73-101 et seq. *(consumer data privacy laws applicable to governmental entities, including school districts)*

CROSS REFS.: EGAEA, Electronic Communication

EHB, Record Retention

GBJ, Personnel Records and Files

JRA/JRC, Student Records/Release of Information on Students

JRCB, Privacy and Protection of Confidential Student Information

Adopted: **December 14, 2020**
Last Reviewed: **September 26, 2025**