



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

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**Brent Bacon**

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[edu.wyoming.gov](http://edu.wyoming.gov)  
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## **Data Integrity Policy**

Policy #: 4000-008

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming Department of Education

Effective Date: May 1, 2016

### **Purpose:**

The purpose is to implement policies and procedures to protect student data and sensitive information from improper alteration, modification or destruction without detection until authorized to be disposed. This applies to electronically transmitted and internally stored data.

### **Scope:**

This policy applies to all State of Wyoming, Department of Education (WDE) workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to student data and sensitive information by WDE. All workforce members are responsible for the security of protected information.

### **Policy:**

WDE will review the results of risk analyses to identify the data that must be protected from improper alteration or destruction. The files and associated directories where such data is stored will be checked for data integrity.

WDE will ensure that all sensitive information systems are designed to maintain data integrity.

WDE will train members of the workforce to report unauthorized data modification or destruction.

### **Responsibilities:**

The WDE Information Security Officer will be responsible for ensuring the implementation of the requirements of the Integrity policy.

### **Compliance:**

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None



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References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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