



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Brent Young

Chief Policy Officer

Dianne Bailey

Chief Operations Officer



Cheyenne Office

Hathaway Building, 2nd Floor

2300 Capitol Avenue

Cheyenne WY 82002-0206

Phone: (307) 777-7690

Fax: (307) 777-6234

Riverton Office

320 West Main

Riverton, WY 82501

Phone: (307) 857-9250

Fax: (307) 857-9256

On the Web

edu.wyoming.gov

wyomingmeasuresup.com

Information Classification Policy

Policy #: 4000-015

Version #: 2.0

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

Effective Date: May 1, 2016

Purpose:

The Information Classification Policy is intended to assist employees of the State of Wyoming, Department of Education (WDE) to make decisions regarding what information may and may not be released to the public or disclosed to any individual outside of the organization.

Scope:

This policy applies to all 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:

All WDE information will be organized into two main classes. These classes are "Public" and "Confidential."

Public information is information that can be shared freely with anyone inside or outside of the organization without the possibility of negative consequences. Public information includes, but is not necessarily limited to:

- General information about WDE such as the mission statement, program documentation
- Most marketing information
- Directory information
- Data collection guidebooks
- Aggregated Student Data with suppression rules applied

Confidential information includes but it not limited to:

- Personnel data
- Student and teacher data
- Personally Identifiable Information (PII)
- Aggregated Student information with small subgroups

WDE will rely on the professional judgment of its employees to ensure need to know and authorized access requirements are met prior to disclosing confidential information.

If an individual is unsure of the relative sensitivity of a piece of information, they should contact their supervisor, Data Governance Coordinator, and/or Information Security Officer (ISO).



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Brent Young

Chief Policy Officer

Dianne Bailey

Chief Operations Officer



Cheyenne Office

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne WY 82002-0206
Phone: (307) 777-7690
Fax: (307) 777-6234

Riverton Office

320 West Main
Riverton, WY 82501
Phone: (307) 857-9250
Fax: (307) 857-9256

On the Web

edu.wyoming.gov
wyomingmeasuresup.com

If the sensitivity of the information is not readily apparent, the creator of the document will mark the document as "WDE Confidential" in a prominent location.

Responsibilities:

All workforce members are responsible for:

- Understanding and following all security related policies and procedures

The WDE Information Security Officer (ISO) is responsible for:

- Ensuring all workforce members understand and follow security related policies and procedures

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

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>
- State of Wyoming, Department of Enterprise Technology Services, 8100-P131: Information Classification
<http://ets.wyo.gov/resources/policies-and-standards>

Contact:

Aaron Roberts

E: aaron.roberts@wyo.gov

P: 307-777-8014

F: 307-777-6234

Policy History: Initial effective date: May 1, 2016