



Student Data Disclosure Statement

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Introduction

The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about those 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 53A-1-1407 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 53A-1-1407 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

Necessary Data

Necessary Data is data that is required by state or federal law to conduct the regular activities of the District. This data is collected for every PCSD student.

- 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 § 53A-11-203 (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
- Cumulative disciplinary record
- 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

Optional Data

Optional student data is data that we may collect that is not Necessary Data or Prohibited Data (which we may not collect). 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

PCSD does not collect biometric information as defined in Utah Code § 53A-1-1402.

Prohibited Data

PCSD will not collect the following prohibited data items:

- 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

Student Data Management

How PCSD Collects Student Data

Certain necessary student data is collected from parents and students during registration. In addition, academic data are generated during the student's normal school activities. Data regarding special education under the Individuals with Disabilities Education Act, or Section 504 of the Rehabilitation Act are collected during those processes as required.

At the discretion of the District, a student's Necessary Data and Optional Data may be collected into a cumulative record or portions may be kept separately by PCSD, as reasonably necessary to best carry out the District's educational mission and comply with applicable law.

How PCSD Uses Student Data

Student data is used for a variety of classroom, academic, and District purposes including:

- To further classroom and student specific academic needs
- To develop and provide aggregated public reports
- To facilitate evaluation of District programs and staff
- To obtain State and Federal funding and meet associated reporting requirements

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

How PCSD Shares Data

The District may share student data with the following individuals or entities:

- Parent or Guardian of the student (or the student if an adult or emancipated student)
- School Officials
 - An employee or agent of the District that has been authorized to request or receive student data on behalf of the District and that is determined to have a legitimate educational interest in the student data
- Third party vendors :
 - For researching the effectiveness of a District program
 - To perform a function that the District would normally perform
- With third parties pursuant to a subpoena and/or court order
- Authorized caseworker or other representative of the Department of Human Services or the Juvenile Court
- Directory Information as defined in District Family Educational Rights and Privacy Policy 11000.
- External research request
 - Research requests cannot include personally identifiable student data
- Others, as required by Federal or State law or regulation
- Any person/entity for whom we receive a valid parent/guardian consent to release information

The District will not otherwise share personally identifiable student data outside of the District without written authorization from a parent or adult student unless required by state or federal law.

Related Documents

- Student Data Protection Act, Utah Code Ann. §§ 53A-1-1401 et seq.
- Utah Family Educational Rights and Privacy Act, Utah Code Ann. §§ 53A-13-301 et seq.
- Juvenile Court Act, Utah Code 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