



WYOMING
DEPARTMENT OF EDUCATION



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edu.wyoming.gov
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Access Authorization Policy

Policy ID #: 4000-001

Version #: 2.0

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

Effective Date: January 5, 2015

Purpose:

To define a policy for granting access to sensitive information, including but not limited to, student, teacher, and Personally Identifiable Information (PII) data. This would include requiring authorization to access a workstation, transaction, program, process or other mechanism.

Scope:

This policy applies to all State of Wyoming, Department of Education (WDE) workforce members including full and part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive student information. In addition, some third parties such as contractors or vendors may be required to abide by this policy, or parts thereof, as indicated in contractual requirements and required by law.

Policy:

The individual's job description must be reviewed to determine their:

Individual access requirements based on their role within the WDE and assignment to the appropriate access control group(s).

The principle of least privilege and separation of duties shall be factors that influence the access rights granted to an individual or a group.

The fundamental principal of "need to know" will be applied within WDE to determine access privileges.

Access to sensitive information will be granted only if that individual has a legitimate educational or business need.

Reasonable efforts will be made to limit the amount of information to the minimum necessary needed to accomplish the intended purpose of the use, disclosure, or request.

Responsibilities:

A Data Steward who is assigned security role responsibilities is responsible for ensuring the implementation of the Access Authorization Policy. The Data Steward in conjunction with the WDE Information Security Officer (ISO) and Data Governance Team will review the access rights of individuals to ascertain that "rights" are aligned with the individual's job role or function.

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



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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): WDE System Access Request Form

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, 9400-P170 – User Access Management <http://ets.wyo.gov/resources/policies-and-standards>
- NIST SP 800-112, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII); <http://csrc.nist.gov/publications/nistpubs/800-122/sp800-122.pdf>

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