



WYOMING
DEPARTMENT OF EDUCATION



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edu.wyoming.gov
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Data Backup and Storage Policy

Policy ID#: 4000-006

Version #: 2.0

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

Effective Date: January 5, 2015

Purpose:

The purpose of this policy is to create a retrievable, exact copy of personally identifiable information, education data and sensitive information before the movement of equipment, major/minor application updates, and/or any process that could have the potential of negatively or unintentionally modifying student, teacher, and Personally Identifiable Information (PII) 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 sensitive information by WDE. All workforce members are responsible for the security of protected information.

Policy:

WDE, in collaboration with the Department of Enterprise Technology Services (ETS), will determine when backups are needed and this will be done prior to the movement of equipment, major/minor application updates, and/or any process that could have the potential of negatively or unintentionally modifying sensitive data.

WDE, in collaboration with ETS, will test the copy of the data to make sure the copy of the data is exact and retrievable.

In accordance with State ETS Policy 8300-P162: Backup, Storage, Restoration, ETS and WDE will address the overall backup, storage, protection, and restoration schema for WDE resources.

Responsibilities:

The WDE Information Security Officer (ISO) will be responsible for ensuring the implementation of the Data Backup and Storage 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): Server Data Backup Form



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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>
- State of Wyoming, Department of Enterprise Technology Services, 8300-P162: Backup, Storage, Restoration
<http://ets.wyo.gov/resources/policies-and-standards>

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