



## **TECHNICAL INFRASTRUCTURE PLAN**

### **INTRODUCTION:**

Four Rivers Career Center is part of the School District of Washington (SDOW) and as such is required to follow all aspects of the SDOW's Data Governance and Security Plan.

### **RESPONSIBILITIES:**

All district employees, volunteers and agents are responsible for accurately collecting, maintaining and securing district data including, but not limited to, information that is confidential or is critical to district operations.

The district technology coordinator is the district's information security officer (ISO) and reports directly to the superintendent or designee. The district's information security officer is directed to create and review district procedures on collecting and protecting district data including, but not limited to, securely maintaining confidential and critical information. The ISO is responsible for implementing and enforcing the district's security policies and procedures applicable to electronic data and suggesting changes to these policies and procedures to better protect the confidentiality and security of district data. The ISO will work with the district's technology department to advocate for resources and implement best practices to secure the district's data.

### **DATA GOVERNANCE AND SECURITY PROCEDURES:**

The district's primary goal when a data breach occurs is to recover as much data as possible, provide appropriate notifications of the data breach and prevent further disclosure and harm to district students, employees and business operations.

The ISO or designee will investigate the incident immediately and make a determination as to whether a breach did occur. If a breach did occur, the following steps will be taken as quickly as possible:

- The superintendent and other appropriate administrative staff will be notified immediately. The superintendent or designee will contact the district's legal counsel, law enforcement and the district's insurance carrier when appropriate.
- The ISO will determine the status of the breach and will take all appropriate measures to prevent additional loss of data and future breaches.
- If possible, the ISO will preserve any and all evidence of the breach for future investigation, prosecution, insurance claims and other legal action.
- The ISO will determine the scope of the breach and will work with law enforcement (when appropriate), the superintendent and the district's legal counsel to determine whether district staff, impacted parents/guardians and students, or the public need to be notified and whether additional government agencies need to be involved.
- Once the district's data has been secured, the ISO, the superintendent and other relevant staff will meet to evaluate the incident, determine the probable causes of the incident and determine what action should be taken to prevent future incidents.



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### **Notice of Breach of Personal Information**

Breaches of confidential personal information are particularly problematic, and the district will take additional steps to prevent theft or fraud. The superintendent and the ISO will ensure that victims of security breaches are appropriately notified as required by law.

### **TECHNICAL INFRASTRUCTURE PLAN EVALUATION:**

The Technical Infrastructure plan is evaluated annually as part of the FRCC systematic evaluation process.

### **TECHNICAL INFRASTRUCTURE TEAM:**

#### **Four Rivers Career Center Staff:**

FRCC Director

WSPN Administrator

SDOW Director of Technology