

Privacy Technical Assistance Center (PTAC) 101

For state IDEA Part C and Part B
Preschool staff

August 19, 2013



Privacy Technical
Assistance Center

Purpose

- Provide an overview of PTAC, including a tour of the website and available and future resources,
- Discuss how PTAC and DaSy are working together and plans for TA resources, and
- Provide an opportunity for input from webinar participants on priority TA areas.

What is DaSy?

A new 5-year Center funded by OSEP to assist states with improving Part C and Part B preschool data by:



Building better data systems



Coordinating data systems across early childhood programs



Building longitudinal data systems



Building the capacity of states to use data

Center's Goals

Provide national leadership and coordination around EC data systems

Generate new knowledge and useful products regarding building coordinated EC data systems and including EC in statewide longitudinal data systems

Design and implement a continuum of technical assistance strategies to improve state capacity to collect, analyze, and report high quality data

DaSy Confidentiality Workgroup

- Sharon Walsh
- Baron Rodriguez
- Jennifer Tschantz
- Haidee Bernstein
- Missy Cochenhour
- Robin Nelson

Members



DaSy Confidentiality Workgroup Goals

Identify State Part C and 619 questions/issues around data confidentiality, sharing, and privacy.

Collaborate with PTAC and other TA Centers to develop and disseminate useful resources for states.

Facilitate getting answers to specific and general questions from States (Part C and 619)

Provide professional development opportunities (often through collaboration) for states, particularly for Part C and 619 folks.



Use the Chat Box and/or Evaluation . . .

What challenges do states face related to data sharing and privacy?

What issues need clarification?



What solutions and resources have you found helpful?

What areas would be helpful to focus on for collaborative TA?



Privacy Technical Assistance Center: Toolkit, Services, & Website

Baron Rodriguez, Director,
PTAC



Presentation Overview

- PTAC Introduction & Mission
- PTAC Technical Assistance – Infographics
- What's New for PTAC?
 - Website
 - Latest Toolkit resources
 - Service Offerings
 - What's Planned for 2013?
 - Upcoming resources & events

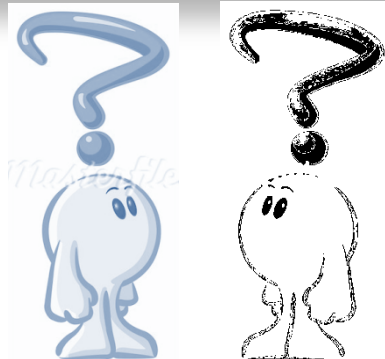


PTAC Mission and Resources

- “One-stop” resource center
- Regional Meetings and Lessons Learned Forums
- Technical Assistance (TA) Site Visits
- Help Desk
- Web resources
 - Technical Briefs, Issue Briefs, and White Papers
 - Case Studies
 - Security Checklists
 - Frequently Asked Questions
 - Webinars, Presentations, and Training Materials



PTAC TA Helpdesk & Site Visits

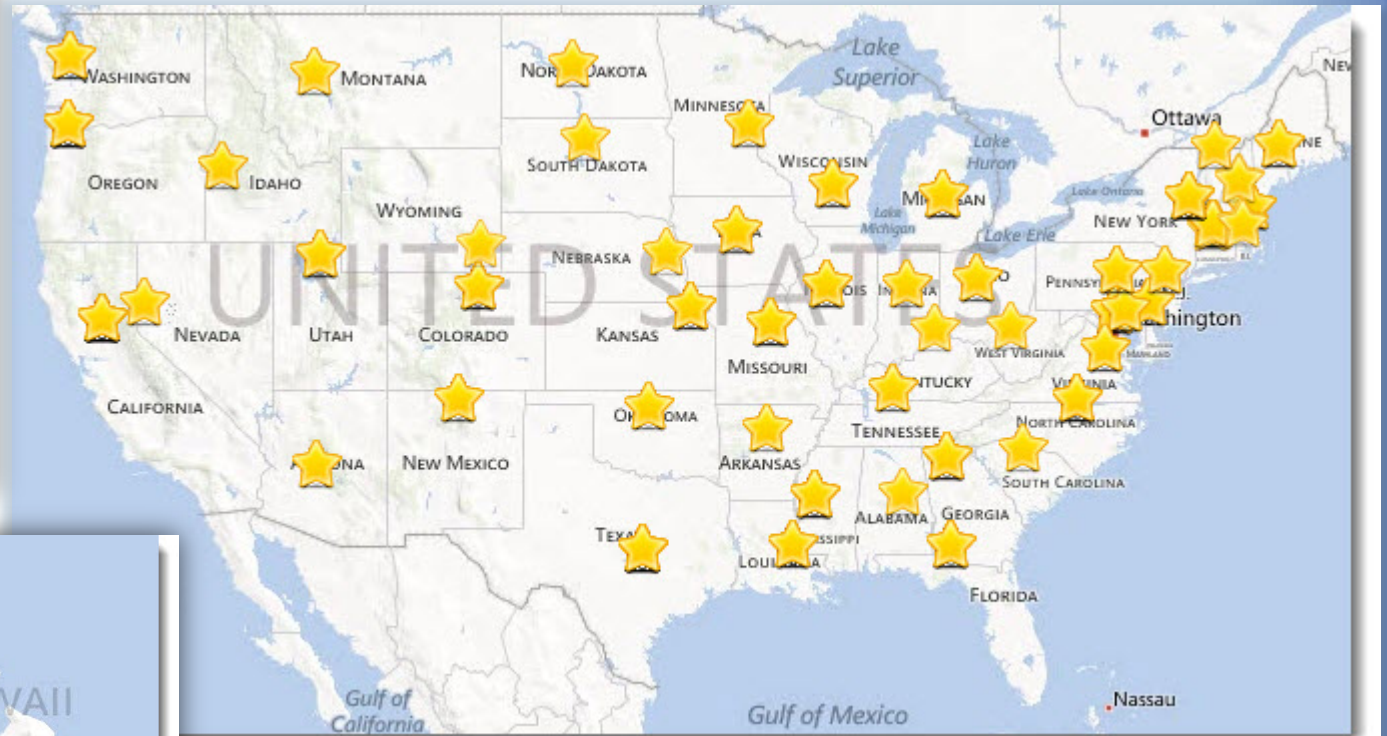
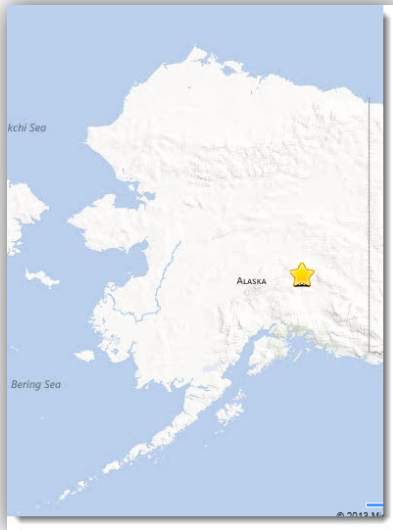




PTAC TA

Which States Received TA?

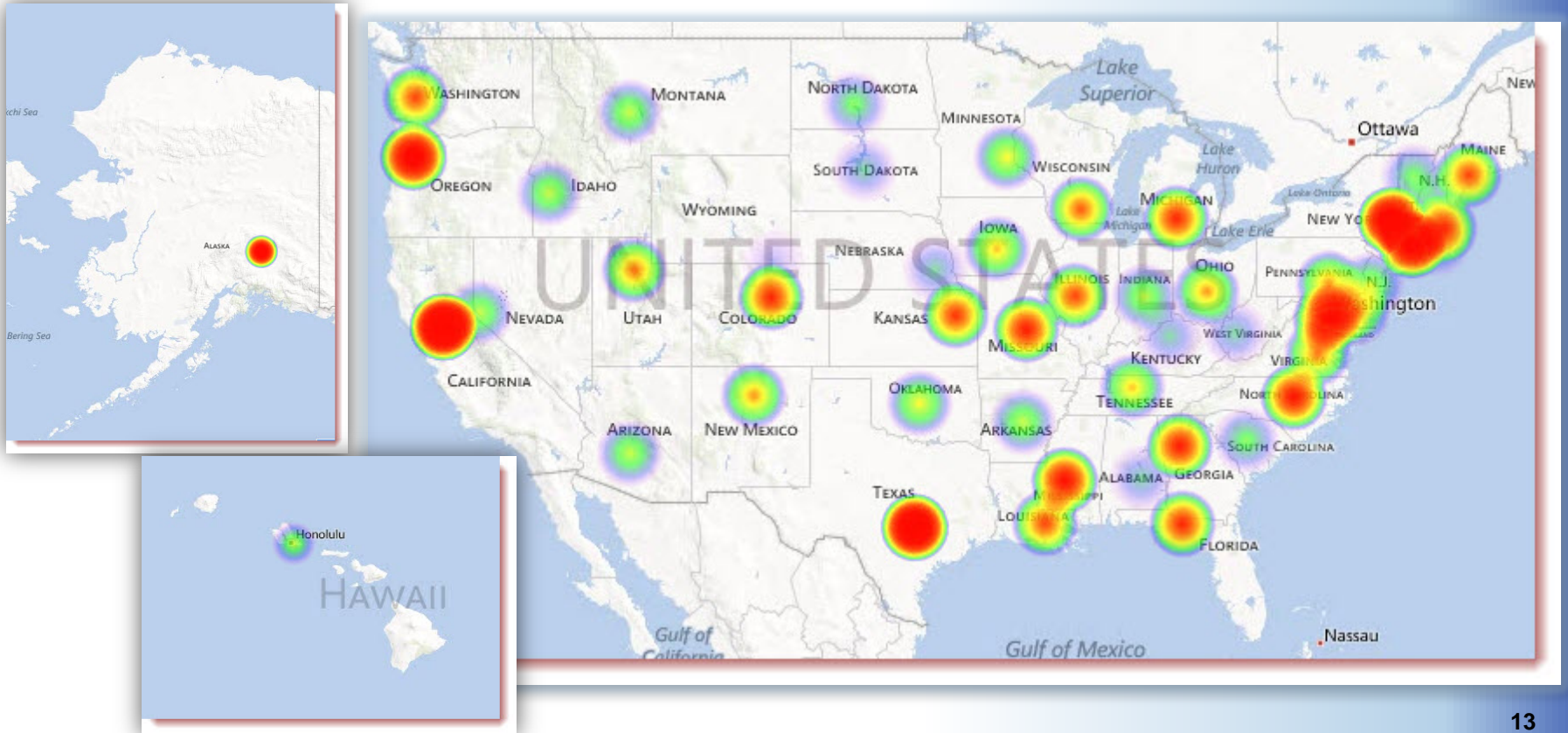
- All of them!





PTAC TA Number of Requests

- Red indicates greater number of TA requests
- Locations are set to State capitals for privacy reasons





PTAC Website!



- PTAC Website <http://ptac.ed.gov/>

The screenshot shows the PTAC website homepage. At the top left is the Department of Education logo. The main header includes the text "Privacy Technical Assistance Center" and "U.S. Department of Education". A navigation bar contains links for "Home", "About", "PTAC Toolkit", "FAQs", "Glossary", and "Contact Us", along with a search box and a "SEARCH" button. The main content area features a message from Kathleen Styles, Chief Privacy Officer, and a large blue banner for a video titled "PTAC offers technical assistance to State educational agencies, local educational agencies, and institutions of higher education related to the Privacy, Security, and Confidentiality of student records." To the right, there are sections for "Parents and Students" (with an "ED.gov" logo and a "Learn more" button) and "Send a request to PTAC:" (with a "Send" button). Below these is a "LATEST PUBLICATIONS" section listing several documents with dates and titles, and a "View More" button. At the bottom, there is a "Click here to read the video transcript: View" link.



Updated PTAC Toolkit

- Toolkit: <http://ptac.ed.gov/toolkit>



- Resources Grouped by Five Key Topics
 - Data Sharing/Dissemination
 - Disclosure Avoidance
 - Security Best Practices
 - Data Governance
 - Legal References (FERPA and Cross-Agency)





Updated PTAC Toolkit

- Main Toolkit Page
 - Top 3 resources for each topic
 - “View More” displays all resources on that topic

DISCLOSURE AVOIDANCE

Top 3 resources

Case Study #5...

New Guidance Regarding PII

Tech Brief #3...



[Case Study #5: Minimizing Access to PII: Best Practices for Access Controls and Disclosure Avoidance Techniques \(Oct 2012\)](#)

This case study illustrates best practices for minimizing access to sensitive information with education data maintained in a Statewide Longitudinal Data System. Two additional documents accompany this study: (1) An alphabetized glossary of terms related to data de-identification, and (2) FAQs about protecting personally identifiable information in education records when publically reporting student data.

- [Data De-identification: An Overview of Basic Terms \(Oct 2012\)](#)
- [Frequently Asked Questions—Disclosure Avoidance \(Oct 2012\)](#)

Click “View More” for All Pubs

View More

SECURITY BEST PRACTICES



What New Resources Has PTAC Introduced Recently?





Latest PTAC Materials Overview

- Publications
 - [Checklist - Data Breach Response](#)
 - [Case Study 5 - Minimizing PII access](#) & two complementary documents:
 - [Data De-identification Glossary of Terms](#)
 - [Disclosure Avoidance FAQ](#)
- Webinar
 - [PTAC - New Guidance: Disclosure Avoidance & Limiting Access to PII \(Dec 2012\)](#)
- Training Videos (details in a few slides)



Latest PTAC Materials

Checklist - Data Breach Response

- Critical Data Breach Response Components & Steps
- Best Practices in Data Breach Response & Mitigation

The screenshot shows the top portion of a document titled "Data Breach Response Checklist". At the top left is the PTAC logo, a blue padlock with a database symbol inside. To its right is the text "Privacy Technical Assistance Center". Further right is the URL "http://ptac.ed.gov". Below this is the title "Data Breach Response Checklist" in blue. Underneath is a section titled "Overview" with a grey background. The text in the "Overview" section describes the PTAC as a "one-stop" resource for education stakeholders. Below the "Overview" section is a section titled "Purpose" with a grey background. The text in the "Purpose" section discusses the shift from paper records to electronic data systems.

Privacy Technical Assistance Center
For more information, please visit the Privacy Technical Assistance Center: <http://ptac.ed.gov>

Data Breach Response Checklist

Overview

The U.S. Department of Education established the Privacy Technical Assistance Center (PTAC) as a “one-stop” resource for education stakeholders to learn about data privacy, confidentiality, and security practices related to student-level longitudinal data systems. PTAC provides timely information and updated guidance on privacy, confidentiality, and security practices through a variety of resources, including training materials and opportunities to receive direct assistance with privacy, security, and confidentiality of longitudinal data systems. More PTAC information is available on www.ed.gov/ptac.

Purpose

Many educational agencies and institutions have moved away from paper records toward electronic data systems and web-based applications to store, process, and deliver education data to internal customers and external partners. These systems have grown to encompass not only P-12 (pre-kindergarten through grade 12), but also post-secondary, and workforce data. They contain



Latest PTAC Materials

Case Study 5 - Minimizing PII Access

- Best Practices for Minimizing Access to Sensitive Education Data Maintained in a SLDS
- Two Supplements:
 - (1) An alphabetized glossary of terms, and
 - (2) FAQ about protecting PII from education records when publically reporting student data

CASE STUDY #5: Minimizing Access to PII: Best Practices for Access Controls and Disclosure Avoidance Techniques
(Illustrating best practices for minimizing access to sensitive information with education data maintained in a Statewide Longitudinal Data System)

Background

The State educational agency (SEA) in State X maintains a large quantity of personally identifiable information (PII) in its statewide longitudinal data system (SLDS) that contains a large quantity of personally identifiable information (PII) from postsecondary education records, which are maintained in the SEA's Statewide Longitudinal Data System (SLDS). The SEA has adopted the best practices for minimizing access to sensitive information and disclosure avoidance methods in order to protect against unauthorized disclosure of sensitive information.

What Does the SEA do?

In order to minimize access to sensitive information, the SEA has implemented best practices and implemented employees' levels of access to sensitive information with State X's SLDS data using information technology (IT) to make sensitive information available to authorized personnel only.

Overview

Privacy Technical Assistance Center
For more information, please visit the Privacy Technical Assistance Center: <http://ptac.ed.gov>

Frequently Asked Questions—Disclosure Avoidance



Latest PTAC Materials

FERPA Training Videos

- Three Interactive Training Videos
 - FERPA 101 for LEAs
 - FERPA 101 for Colleges & Universities
 - FERPA 201: Data Sharing under FERPA

TRAINING VIDEOS

PTAC has deployed the following videos to help inform the education community about the requirements of the Family Educational Rights and Privacy Act (FERPA). Each of these videos is approximately 30 minutes long, and is intended as basic training for education officials, teachers, and staff at state and local education agencies and institutions.



This video provides an overview of FERPA in the context of K-1 education.



This video training provides an overview of FERPA in the context of postsecondary education.



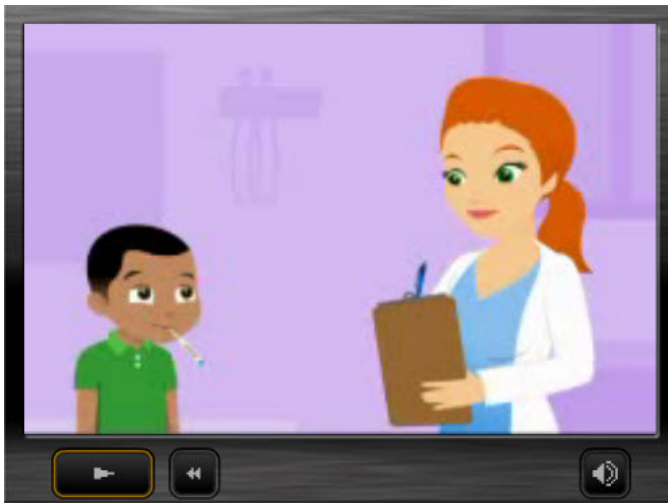
This video training is designed to help staff and officials at educational agencies and institutions understand their responsibilities around sharing PII and other sensitive information from education records.



Latest PTAC Materials

FERPA Training Videos

- Interactive quizzes, animated vignettes, and more



In the following vignette, Liam is an elementary-school student and Nurse Ginny is a school nurse. After you view the vignette, you will be asked to answer a question about the information contained in a student's school health records.













Latest PTAC Materials

FERPA Training Videos

- FERPA Match Game

FERPA Match

How much do you already know about FERPA?
Using your cursor, drag each sentence to the correct term.

 Education records Schools must allow a parent or eligible student to access education records for this purpose.	 Identify a student If a school declines to amend information in a record, a parent or eligible student has a right to one of these.	 Written consent The type of records to which parents and eligible students have privacy and access rights.	 Parent A student who is 18 or older or a student of any age who is attending a postsecondary institution.
 Hearing Under FERPA, schools might treat a foster parent or guardian as one of these.	 Eligible student FERPA violations may jeopardize this.	 Inspect and review Schools generally must have this before releasing certain information from education records.	 Federal education funding FERPA protects the privacy of information that can be used to do this.



Latest PTAC Materials FERPA Training Videos

FERPA Match Game Demo



Latest PTAC Materials FERPA Training Videos

- FERPA Match Game

FERPA Match

How much do you already know about FERPA?
Using your cursor, drag each sentence to the correct term.

Correct answer! →

<p>Education records</p> <p>Schools must allow a parent or eligible student to access education records for this purpose.</p>	<p>Identify a student</p> <p>If a school declines to amend information in a record, a parent or eligible student has a right to or of these.</p>	<p>Hearing</p> <p>Under FERPA, schools might treat a foster parent or guardian as one of these.</p>	<p>Eligible student</p> <p>A student who is 18 or older or a student of any age who is attending a postsecondary institution.</p>	<p>Inspect and re</p> <p>Schools generally must have this before releasing certain information from education records.</p>	<p>the privacy of information that can be used to do this.</p>
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Eligible student

A student who is 18 or older or a student of any age who is attending a postsecondary institution.



Latest PTAC Materials FERPA Training Videos

- Register to Participate
 - Secure connection
 - PTAC will not share your information

U.S. Department of Education
FERPA
Awareness Training

Registration

English

Enter your information:

First Name:

Last Name:

E-mail:

State: Alabama

Organizational Affiliation: State Education Agency

Password: State Education Agency
Local/District Education Agency
Postsecondary Institution

Confirm: Attorney
Parent
Student
Other

Register to Participate in the Training



Service Offerings

Training or Service	Description	Outcome
FERPA 101 Training (webinar / on-site)	<i>Review and discussion of real-life scenarios on FERPA and its applicability to your institution. Participants have an opportunity for interactive Questions and Answers.</i>	<ul style="list-style-type: none"> - Improved understanding of FERPA and the context for the law - Reduced misconceptions / misunderstandings about FERPA
Data Sharing Under FERPA for State Longitudinal Data Systems (webinar / on-site)	<i>Overview of the 2012 FERPA regulation changes as they relate to sharing of FERPA-protected data. Review of the data sharing best practices and requirements for complying with FERPA.</i>	<ul style="list-style-type: none"> - Enhanced clarity about what data can and cannot be shared under FERPA - Improved knowledge of resources available to help ensure compliance with the new FERPA regulations
Data Security Best Practices / Training (on-site / on-line)	<i>On-site training on current data security best practices for education data systems, including user privacy and security awareness, privacy and security program development / implementation, threat modeling, and attacker methodology.</i>	<ul style="list-style-type: none"> - Increased awareness of privacy and data security threats - Reduced risk of security incidents - Improved ability to respond to incidents
Data Security Policy Review (on-site / on-line)	<i>Review of your organization's information security program policy and governance to help ensure that the policy reflects current best practices, is well integrated, and establishes key roles and responsibilities for managing the privacy and security of your data and measuring program effectiveness.</i>	<ul style="list-style-type: none"> - More cohesive vision for organizational security - Clearer definitions of security roles, responsibilities, and metrics - Improved efficiency and cost-effectiveness of the security program
Data Security: Technical Security / Architecture Review (on-site / on-line)	<i>Technical assistance to help evaluate existing security architecture to ensure that your security controls are working to their greatest effect. PTAC experts provide on-site and remote assistance to help implement technology securely and deliver the peace of mind of having a third-party review.</i>	<ul style="list-style-type: none"> - Better understanding and control of organizational risk - Third-party validation of security controls - Improved integrated information security picture, including better understanding of the organization's security posture - Enhanced security of the information systems and data
Data Sharing Agreement Assistance (on-site / on-line)	<i>Review of and informal feedback on your proposed data sharing agreement.</i>	<ul style="list-style-type: none"> - Third-party informal review of current or conceptual data sharing agreements with regard to their compliance with FERPA, including best practice suggestions
Disclosure Avoidance Training / Assistance (on-site / on-line)	<i>Overview of best practices and staff training in the area of disclosure avoidance methodology and public reporting.</i>	<ul style="list-style-type: none"> - Improved understanding of disclosure avoidance techniques and public reporting best practices applicable to your institution



Let's go there now!

<http://ptac.ed.gov>



What's New for PTAC in 2013?





PTAC in 2013

Upcoming Publications & Videos

- Publications
 - FERPA Exceptions (FAQ)
 - Flowchart explaining when each exception may apply
 - Data sharing with Labor agencies (case study)
 - Data destruction & recordkeeping (issue brief)
 - Contracting for IT Services
 - Transparency of Privacy/Security Policies
- Video Trainings
 - FERPA for parents & eligible students



PTAC in 2013

Upcoming Events

- Fall Webinar: Sharing with Labor agencies
- Fall Webinar: Contracting with IT Services, Nonprofits, and other 3rd parties.
- Spring 2014 – Early Childhood regional meeting (States, Location & Dates TBD)



Contact Information



Privacy Technical
Assistance Center

Family Policy Compliance Office

Telephone: (202) 260-3887

Email: FERPA@ed.gov

FAX: (202) 260-9001

Website: www.ed.gov/fpc

Privacy Technical Assistance Center

Telephone: (855) 249-3072

Email: privacyTA@ed.gov

FAX: (855) 249-3073

Website: <http://ptac.ed.gov>

DaSy Confidentiality Workgroup- Future Activities



Identify and disseminate existing relevant and useful resources



Develop “new” resources and products

- Tweak and repackage relevant PTAC documents specifically for Part C and 619 audiences
- Develop an ongoing FAQ document



Hosting webinars /topical meetings

- PTAC 101 webinar - Monday 8/19 2 – 3 PM ET



Data confidentiality, data privacy, data sharing sessions at the National Meeting



Community of Practice?



Continuing to coordinate our work with other TA Centers and federal partners

Use the Chat Box and/or Evaluation . . .

What challenges do states face related to data sharing and privacy?

What issues need clarification?



What solutions and resources have you found helpful?

What areas would be helpful to focus on for collaborative TA?

How to request help from DaSy

- Email any DaSy staffer
- Email to dasycenter@sri.com
- Call DaSy Center at 650-859-3881



Much more to come....

<http://dasycenter.org/>

