



## **Board of Director's Policy Auxiliary Services 700 Series**

**Policy # 700.5**

### **Information Security**

Prairie Crossing Charter School stores a significant amount of important information, including but not limited to student, staff, and financial data and information. It is important that this data and information be adequately protected.

The Executive Director shall develop and implement a process for information security and protection that includes the following:

- **Information Storage:** Procedures identifying storage location for all classes of critical information and data. These procedures should define where all critical data should be stored, and should prohibit transfer of protected information and data to uncontrolled locations.
- **Information Access:** Procedures for control of access to all classes of protected information, electronic or hard copy. Individuals/roles having access to each class of data should be defined, and access should be given only to those individuals who require access for School purposes.
- **Computer Security:** Procedures for securing all computers accessing the School's network and data, including but not limited to laptops, home computers, and Smart Phones. Password protection, anti-virus software, software updates, and firewalls should be addressed in these procedures.
- **Record Retention Schedule:** A list of categories of records and information requiring retention, with the retention location and duration by category.
- **Backup of Information:** Procedures for backup of systems storing critical School information and data.
- **Training:** Procedures for training School staff and board members on appropriate protection of School data.

### **Adoption Dates:**

Adopted: March 2018