

## **Access Authorization Policy**

### **Purpose:**

The purpose is to implement policies and procedures for granting access to sensitive information, to include but not limited to student data. This includes, for example, authorization required to access a workstation, transaction, program, process or other mechanism.

### **Scope:**

This policy applies to Sweetwater County School District #1 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. In addition, some third parties such as contractors or vendors, may be required to abide by parts of or in whole this policy as indicated in contractual requirements.

### **Policy:**

This policy is about Sweetwater County School District #1 workforce members' right of access to sensitive information.

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

- Individual rights
- To which group the individual belongs e.g. administrative level of access, read-only

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 principle of "need to know" will be applied within Sweetwater County School District #1 to determine access privileges.

Access to sensitive information will be granted only if that individual has a legitimate need for the information.

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:**

The Data Steward assigned security role responsibilities is responsible for ensuring the implementation of the Access Authorization Policy. The Data Steward will review the access rights of individuals to ascertain that they are aligned with the individual's job role or function.

### **Compliance:**

District and/or legal action 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):** Sweetwater County School District #1 System Access Request Form

### **References:**

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Adopted: 03/12/18