

Information Classification Policy

Purpose:

The Information Classification Policy is intended to assist employees of Sweetwater County School District #1 to make decisions regarding what information may and may not be released to the public or disclosed to any individual outside of the organization.

Scope:

This policy applies to all 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.

Policy:

All Sweetwater County School District #1 information will be organized into two main classes. These classes are "Public" and "Confidential."

Public information is information that can be shared freely with anyone inside or outside of the organization without the possibility of negative consequences.

Confidential information includes, but is not necessarily limited to:

- Sensitive¹ information (Policy File: JO-R)

Responsibilities:

All individuals identified in the scope of this policy are responsible for:

- Abide by the terms and guidelines set forth by this policy

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): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).
- Policy File: JO-R

Adopted: 7/18/18

¹ "Sensitive" is defined as any information that is not readily available to the public under federal or state public records accessibility laws. If a workforce member is unsure of whether information is sensitive and subject to this policy, the member must receive approval from their supervisor before sending in an unencrypted manner.