



PERSONNEL: General

Board Data Governance

I. Policy Statement

- A. Data maintained on Board of Education of Baltimore County (Board) information systems are the property of the Board.
- B. Maintaining the security, confidentiality, integrity, accessibility, availability and quality of data supporting the work of the educational and administrative functions of the school system is critical to the success of the mission of the Board. This data is a strategic asset to the school system and should be managed according to sound data governance controls.

II. Definitions

- A. *Authorized Users* – The Board, Board employees and approved consultants, independent contractors, volunteers, government agencies and others who have been permitted access to Board data.
- B. *Data* – A general term used to refer to the Board’s information resources and records of any kind relating to and/or generated through the administration of the Baltimore County Public Schools (BCPS), including but not limited to, any and all print, electronic, audio-visual, backup and/or archives Board records.
- C. *Data Governance* – Systemwide controls to ensure the security, confidentiality, integrity, accessibility, availability and quality of all Board data.
- D. *Data Integrity*– Overall completeness, accuracy and consistency of all Board data.

III. Standards

- A. The Superintendent shall establish, implement and maintain a Board data governance program that includes, but is not limited to:
  - 1. Implementing guidelines for the proper stewardship and custodianship of Board data;
  - 2. Informing authorized users of their roles and responsibilities and data sharing requirements;
  - 3. Developing a written plan for responding to a data breach; and
  - 4. Ensuring Board data dissemination activities comply with federal, state and local laws.
  
- B. This Board data governance policy applies to all authorized users of Board data. Failure to comply with this policy and its implementing procedures may result in disciplinary action up to and including termination of employment, termination of services or termination of any Board-approved contracts.

IV. Implementation

The Board directs the Superintendent to implement this policy.

Legal References: 15 U.S.C. §§ 6501–6505, *Children’s Online Privacy Protection Act of 1998*  
18 U.S.C. §2701-2711, *Electronic Communications Privacy Act*  
20 U.S.C. §1232g, *Family Educational Rights and Privacy Act (FERPA)*  
*Annotated Code of Maryland*, General Provisions Article §§4-101 to 4-601 (Public Information Act)  
*Annotated Code of Maryland*, State Government Article §10-610, *Records Management Programs*  
COMAR 13A.08.02, *Student Records*

Related Policies: Board of Education Policy 3170, *Performance Management System for Continuous Improvement*  
Board of Education Policy 4002, *Obligations of the Employees of the Board of Education of Baltimore County*  
Board of Education Policy 4100, *Employee Conduct and Responsibilities*

POLICY 4008

Board of Education Policy 4104, *Technology Acceptable Use Policy (TAUP) for Employees and Approved Non-Employees*

Board of Education Policy 5230, *Student Records*

Board of Education Policy 6202, *Technology Acceptable Use Policy (TAUP) for Students*

Board of Education Policy 8361, *Statement of Purpose and Policy*

Board of Education Policy 8410, *Reporting Fraud, Waste, Abuse or Unlawful Acts*

Related Rule: Superintendent's Rule 2373, *Public Information Act Requests*

Policy		Board of Education of Baltimore County
Adopted:	12/06/11	
Edited:	09/23/14 (Effective 10/01/14)	
Revised:	07/10/18	