

DATA PRIVACY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative level position that provides guidance to school districts in the implementation of policies and procedures related to data privacy and security. The incumbent in this position is responsible for the organization, analysis and evaluation of a school districts' compliance with Education Law 2-D regarding privacy and security of student, teacher or principal data, and the Parents Bill of Rights. Additionally, the incumbent will provide other school districts with support of meeting the requirements of NYS and Federal data privacy laws and regulations including but not limited to NYS Part 121 (Protecting Personally Identifiable Information). Work is performed under the direct supervision of a higher-level employee. Supervision may be exercised over lower level personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and type of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Consults with school districts on their needs of data privacy and security and provides assistance and guidance in the implementation of policies and procedures;
2. Serves as the primary contact for data privacy and security;
3. Participates in the investigations of all component district data breach complaints;
4. Supports the Data Protection Officer (DPO) in making recommendations for resolutions;
5. Researches local, state and national standards and best practices in data privacy and integrates this information into training programs and support;
6. Ensures each 3rd party contractor contract includes the 3rd party's data security and privacy plan and develops recommendations for provisions regarding confidentiality of shared student, teacher or principal data;
7. Develops, analyzes, updates Bill of Rights, ensures that it includes the required information and that it is visible on the website;
8. Develops Data Security and Privacy Policy in adherence to requirements set forth in Education Law;
9. Develops a data privacy and security awareness training to be delivered to employees with access to Personal Identifiable Information (PII) on an annual basis (at a minimum);
10. Serves as a liaison with technology resources and networks, including the New York State Education Department on changes to Education Law 2-D and facilitates communication and sharing among shared data protection officers;
11. Analyzes and reviews access to student data;
12. Performs data related tasks including running and distribution of reports, as well importing and exporting data;
13. Establishes procedures to address complaints of a possible breach or unauthorized release of student data and documents reporting and notification procedures for the district to follow.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of New York State assessments, school/student information systems and related software applications;

Knowledge of New York Education Law and Federal data privacy laws and regulations;

Knowledge of database management systems and design methods;

Knowledge of the procedures used in compiling, tabulating and verifying statistical data;

Ability to analyze database requirements;

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Ability to maintain confidentiality;
Ability to manipulate data and to produce various formats such as reports, tables, charts, etc.;
Ability to communicate ideas clearly and effectively, both orally and in writing;
Ability to establish and maintain effective working relationships;
Ability to understand and follow complex instructions;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Educational Leadership, Technology or Business Administration and one (1) year full-time paid administrative work experience that included data management, data privacy and higher than data entry experience on spreadsheet software such as Excel;
- OR: (B) Associate's degree in Educational Leadership, Technology or Business Administration and three (3) years full-time paid administrative work experience that included data management, data privacy and higher than data entry experience on spreadsheet software such as Excel;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years full-time paid administrative work experience that included data management, data privacy and higher than data entry experience on spreadsheet software such as Excel.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

ADOPTED: 05/30/2020
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