

## **DATA SECURITY AND PRIVACY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position has responsibility for developing and supporting initiatives critical to the Broome-Tioga BOCES and the South Central Regional Information Centers (SCRIC) information security and privacy practices. The incumbent has responsibility to ensure the safekeeping and protection of data systems from illegal, intentional or unauthorized disclosure, use, modification or destruction with protecting the privacy rights of students and their families, and interfacing with BOCES/SCRIC managers, senior school administrators and other organizational leaders associated with data security. The work is performed under the direct supervision of the Director of Technology Support Services with leeway allowed for the exercise of independent judgment planning and carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Create and enforce organizational privacy guidelines regarding data collection, sharing and use, including but not limited to user access that limits access to only those with a legitimate need, data retention and deletion schedules that are based on the uses of data, data minimization guidelines that ensure that the organization collects the minimum amount of data necessary to fulfill stated needs, and methods that ensure identifiable information has been removed from any publicly reported data;

Develops and provides training and awareness presentations on privacy best practices and legal compliance;

Serves as a regional resource to component school districts regarding New York State Education Law 2-d and related State and Federal regulations;

Actively participates and contributes to the development of statewide security/privacy incidents and/or breaches;

Supports procurement of technology and data tools and systems by providing guidance during the evaluation process to ensure that products meet the standards of the organization's privacy policies, training third parties on the organization's privacy policies and standards, and ensuring contracts and data sharing agreements include appropriate privacy protections;

Reviews and approves data requested by external parties as well as data systems that will include sensitive information prior to release to ensure they comply with organizational policies and guidelines;

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Evaluates the data security and privacy program using data/metrics aligned to priorities and initiatives;  
Facilitates the annual review of NIST CSF for the South Central Regional Information Center;  
Coordinates and performs privacy and security audits;  
Provides guidance to school districts on how to achieve their goals while protecting privacy;  
Assists with reviewing Board of Education policies related to information technology, data privacy and security;  
Reviews the Broome-Tioga BOCES cyber insurance policy;  
Serves as the data protection officer for the South Central Regional Information Center.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the state-of-the art computer security;  
Thorough knowledge of the internal computer logic and programs;  
Thorough knowledge of computer performance monitoring techniques;  
Good knowledge of relevant federal student privacy laws including but not limited to the Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), the Protection of Pupil Rights Amendment (PPRA), and the Children's Internet Protection Act (CIPA);  
Good knowledge of New York State Education Law 2-d;  
Ability to work collaboratively with staff at all levels in the organization;  
Ability to provide guidance that furthers the business needs of the organization;  
Ability to read, interpret and apply technical information;  
Ability to analyze and evaluate security data;  
Ability to communicate effectively both orally and in writing;  
Initiative;  
Resourcefulness;  
Tact.

### **MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in computer science, computer programming, information science or management information systems, or closely related field and 2

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years' experience in information technology with a focus on IT security; OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer programming, information science or management information systems, or closely related field and 4 years' experience in information technology with a focus on IT security; OR

C) Graduation from high school or possession of an equivalency diploma and six years' experience in information technology with a focus on IT security; OR

D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

**SUBSTITUTIONS:** 1)One year of experience stated above may be substituted for a current Broome-Tioga BOCES employee with successful completion of thirty (30) hours of recent (within the last twelve months) approved subject matter related to SCRIC Academy coursework. 2)An additional year of experience stated above may be substituted for ongoing development opportunities to assist with applying the SCRIC Academy coursework.

**SPECIAL REQUIREMENT:** Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.

**SPECIAL REQUIREMENT:** Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCS as involving direct contact with students, a clearance for employment from the New York State Education Department is required.

**Special Note:** Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.