

Data Privacy



Ensuring Student Data Privacy with CPSI Tools

For many years, we have had concerns about student privacy and issues surrounding it at CPSI. We have been working on a new product, code-named “Data Steward”. The new product is aimed at helping districts and states ensure data privacy when sharing data between the schools and third party vendors.

In early 2016, we will be releasing our newest product offering, code-named Data Steward (we are still

working on it’s official name). This tool will run on any MS SQL database or data warehouse. The Data Steward will help educational organization to discover and identify personally identifiable information, or PII, and guide organizations through the complicated process of deciding what data needs governed as well as govern the outgoing data by masking PII data to make it invisible to users and applications who are not allowed to see it.

How does this process help with ensuring student data privacy and what are the benefits?

For one, the governance board can truly see what data is sitting in their data systems. This means that the

governance board can make sound decisions based on actual facts. Data administrators in charge of implementing the governance will have an easy-to-use and efficient way to manage it all. It also means that PII data no longer has to go to third party vendors. In the end, data is secured across fields, roles, and applications so student data is safe and sound, making parents and guardians at ease as to where their children’s information is going.

Preparing the data properly is the key to success.

First, you need to discover your data and identify it. It helps to assign friendly names to the fields and categorize the data for reports. This



preparation will allow you, as your organization's data administrator or data security person, to give your Data Governance Board or school board a full listing of all data that is available in your data store, where that data comes from, and what data is missing between the data sources and the data storage area (gap analysis). The reports will allow your Governance Board to decide who gets to see what data, and what types of roles need to be created for data usage and storage.

Some data preparation items the Data Steward aids in includes:

1. Searches through the database and discovers the metadata existent in your data collection
2. Allows you to assign descriptions and friendly names to you data elements
3. Allows you to assign data to categories for ease of management and reporting
4. Provides you with the tools to perform a gap analysis between the source data and the storage area
5. Provides you with the ability to create reports for your Governance Board
6. Define the data governance requirements
7. Definitions of the data by categories and fields

Once you have provided reports to your Governance Board or School Board, they can proceed to make decisions on the data usage and viewing. The Data Steward from CPSI then allows you to easily implement the decisions made by the Board. **These steps include:**

Assign PII markers on certain data for privacy purposes as per the legal department, FERPA, and the Board decisions.

- *Define the roles for data usage and viewing based on the Board decisions.*
- *Define the roles for data access down to the field level.*
- *Define standard roles, such as teacher, administrator, third party vendor, etc.*
- *Define PII prohibited roles.*
- *Set Security and Business Rules*
- *Set security of elements by role*
- *Apply governance rules to data fields and data sets*
- *Prohibit certain roles from globally accessing PII data*

All in all, what really matters is that student data stays safe. Stay tuned for the official release data and the new name of our Data Steward.

If you would like to learn more about CPSI or would like to schedule a demo of any of our products, please visit our website at <http://www.cpsiltd.com>. You can also call us at (800) 659-8240 or e-mail us at sales@cpsiltd.com.

Who is CPSI?

Schools and districts use data that comes from many different applications and sources. The problem is that the data must be re-entered many times into each application via manual data entry. Without some way to integrate the data, keep it up to date, and check it for accuracy, the data the teachers and staff uses every day becomes stale and inaccurate. This wastes time in the classroom for teachers, extra tech support tickets for IT, and frustrated administrators who are trying to analyze and report on the data.

CPSI helps districts overcome these difficult challenges. Our solution collects data from the many different applications in real time, checks the data for accuracy, and standardizes the data for reporting, BI and analysis. We help schools and districts finally leverage all kinds of data – from rosters to assessments to attendance and more—across the entire district.

With CPSI, all of the school and district staff can be confident that the information on their computer or device always reflects the true “picture” of the data in the district. Our solution provides everyone in the district – from students to teachers to superintendents – with the underlying foundation to provide up-to-date and trustworthy information in all of the applications they use.