



Employee Security and Privacy Training Plan

Purpose: In order to minimize the risk of human error and misuse of information, Gateway Preparatory Academy provides a range of training opportunities for all staff using educational data.

All Gateway Preparatory Academy board members, employees, and contracted partners must sign and obey the Gateway Preparatory Academy Employee Acceptable Use Policy, which describes the permissible uses of state technology and information.

All Gateway Preparatory Academy board members, employees, and contracted partners also must sign and obey the Gateway Preparatory Academy Employee Data Sharing and Confidentiality Agreement, which describes appropriate uses and the safeguarding of student and educator data.

All current Gateway Preparatory Academy board members, employees, and contracted partners are required to participate in an annual Security and Privacy Fundamentals Training within 90 days of the adoption of this rule. New Gateway Preparatory Academy board members, employees, and contracted partners are required to complete the training within 30 days of their start date. This training is mandatory for continued access to Gateway Preparatory Academy's network.

Additionally, Gateway Preparatory Academy requires a targeted Security and Privacy Training for Researchers and Evaluators for specific groups within the agency that collects, stores, and shares data. The Student Data Manager will identify these groups. Participation in the training as well as a signed copy of the Employee Data Sharing and Confidentiality Agreement, will be annually noted in the Employee performance portal by supervisors. Supervisors and the board secretary will annually report all Gateway Preparatory Academy board members, employees, and contracted partners who do not have these requirements completed to the IT Security Manager.