

## **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 (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 2d 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 that may have been 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;

Coordinates and performs privacy and security audits;  
Provides guidance to school districts on how to achieve their goals while protecting privacy;  
Serves as the data protection officer for Broome-Tioga BOCES.

**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), the Children's Online Privacy Protection Act (PPRA);  
Good knowledge of New York State Education Law 2d;  
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 years' experience in information technology with a focus on IT security; OR

B) Gradation 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.

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4/11/19

COMPETITIVE