

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 831

Section: 800 Operations

Title: Data Privacy

Adopted: June 26, 2025

Revised:

831 DATA PRIVACY

Purpose

As a custodian of sensitive data belonging to students, employees, and parents, the Board of Education (“Board”) recognizes its responsibility to safeguard this data from unauthorized use, disclosure, disruption, modification, or destruction. While data privacy can be compromised by human error, hardware malfunction, natural disaster, security breach, as well as other causes and may not be completely preventable, the Board is committed to protecting the privacy of its students and employees in accordance with applicable laws, regulations and in light of best practices at the State and Federal levels.

This policy applies to all operations and activities within the School District of Philadelphia (“District”) and aims to outline the framework the District employs regarding the collection, use and protection of personal information of students, parents, guardians, staff and other individuals to identify and manage privacy risk and provide services while protecting individuals’ privacy.

Authority

As authorized by the Pennsylvania Public School Code, the Board may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper regarding the management of its school affairs. [1]

Furthermore, as required by the Family Educational Rights and Privacy Act (FERPA), and other relevant state and local privacy laws applicable to educational agencies, the Board shall protect all personally identifiable information in education records from disclosure to unauthorized parties and without parental consent. [2]

Delegation of Responsibility

The Board directs the Superintendent or their designee, to develop Administrative Procedures and other protocols that outline how the District will:

- Manage information used in its systems throughout its life-cycle, from original collection to appropriate destruction.
- Manage and authorize the process for accessing student and employee personal and confidential information.
- Define roles, responsibilities and administrative procedures for permitted uses and disclosures of data.
- Review and update policies and regulations and determine whether activities comply with current state and federal regulations and laws.

The Superintendent or their designee shall develop Administrative Procedures and protocols that take into account industry best practices for privacy protection.

The Superintendent or their designee shall outline the plan for training users of District information assets and systems on privacy protection in the Administrative Procedures, in coordination with other offices.

The Superintendent or their designee shall report on the privacy protection strategy and implementation periodically to the Superintendent and the Board.

The Board emphasizes the shared responsibility of all individuals and teams across the District to uphold the privacy principles and administrative procedures set forth within this policy.

Legal References:

[24 P.S. § 5-510](#)

[20 U.S.C.A. §1232g](#), et seq.

Related Information

Policy 200 - Enrollment of Students