

**EASTERN  
WESTMORELAND  
CAREER &  
TECHNOLOGY CENTER**

SECTION: OPERATIONS

TITLE: BREACH OF COMPUTERIZED  
PERSONAL INFORMATION

ADOPTED: AUGUST 19, 2015

REVISED:

<p>Authority 73 P.S. Sec. 2301 et seq</p> <p>Definitions 73 P.S. Sec. 2302</p> <p>73 P.S. Sec. 2302</p> <p>Pol. 801</p>	<p style="text-align: center;">830. BREACH OF COMPUTERIZED PERSONAL INFORMATION</p> <p>The Joint Operating Committee directs that administrators shall provide appropriate notification of any computerized system security breach to any person whose personal information was or is reasonably believed to have been accessed by unauthorized persons.</p> <p>Breach of the system's security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the center as part of the database of personal information regarding multiple individuals and that the center reasonably believes has caused or will cause loss or injury to any person. Good faith acquisition of personal information by an employee or agent of the center for the purpose of the center is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the center and is not subject to further unauthorized disclosure.</p> <p>Individual - means any natural person, not an entity or company.</p> <p>Personal information - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:</p> <ol style="list-style-type: none"> <li>1. Social security number.</li> <li>2. Driver's license number or state identification card number issued instead of a driver's license.</li> <li>3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.</li> </ol> <p>Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.</p>
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<p>73 P.S. Sec. 2302</p> <p>Delegation of Responsibility 73 P.S. Sec. 2303</p>	<p>Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.</p> <p>The Administrative Director or designee shall ensure that the center provides notice of any system security breach, following discovery, to any person whose personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the center in writing that the notification would impede a criminal or civil investigation, or the center must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The center will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.</p> <p>References:</p> <p>Breach of Personal Information Notification Act – 73 P.S. Sec. 2301 et seq.</p> <p>Fair Credit Reporting Act – 15 U.S.C. Sec. 1681a</p> <p>Joint Operating Committee Policy – 801</p>
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