

**BUSINESS AND GENERAL SUPPORT SERVICES NON-INSTRUCTIONAL OPERATIONS**

**SUBJECT: Security and Privacy**

**Security and Privacy for ~~the Regional Data Processing Center~~ Information Systems**

The ~~Data Processing Center~~ Division of Information and Technology Services shall abide by the laws of the State of California concerning the security and privacy of information that it processes and maintains.

**Pupil Personnel System**

Pupil records are considered the property of the user district/county office, and information from these files shall be released only to authorized ~~district~~ personnel or to others as directed by the ~~district~~ County Superintendent of Schools or designee.

**Payroll, Personnel, and Financial Data**

These records are to be considered the property of the district/county office except those areas required by the Riverside County Office of Education to perform mandated function; i.e., auditing, payroll, credentials, retirement. Information from these files shall only be released as prescribed by law and/or district/county office authorization.

**Security**

The ~~Regional Data Processing Center~~ Division of Information and Technology Services shall provide precautionary backup procedures for data and program files which are critical to performing its required and service functions.