



Tuba City Unified School District No. 15

Data Security and Confidentiality Questionnaire School Year 2018-2019

Tuba City Unified School District is committed to providing a safe, secure, and stable environment for all student and staff data residing within our school district. In order to provide adequate security and confidence to the students of our district, we ask that any vendor who will be the recipient of any student data complete the following survey as clearly and accurately as possible. After completion, a memorandum of agreement or memorandum of understanding will be crafted and signed by authorized District authorities. This may or may not involve the Superintendent and School Board, Legal Counsel, Department of Education or other agencies depending on the confidentiality of required data.

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Congress sought to reduce the administrative costs and burden associated with health care by standardizing data and facilitating electronic transmission of many administrative and financial transactions. Since HIPAA has provided a foundation for the security of data, Tuba City Unified School District has adopted their format to insure integrity between and among Federal and State agencies.

There are three types of standards created by HIPAA: privacy, security and administrative simplification. Security standards are the standards most relevant to the functions and features concerning Tuba City Unified School District. The HIPAA security standards are divided into three categories that include:

- Administrative Safeguards,
- Physical Safeguards, and
- Technical Safeguards.

Under the security standards, covered entities are required to do the following:

- Ensure the confidentiality, integrity, and availability of all electronic protected health information the covered entity creates, receives, maintains, or transmits.
- Protect against any reasonably anticipated threats or hazards to the security or integrity of such information.
- Protect against any reasonably anticipated uses or disclosures of such information that are not permitted or required under HIPAA.
- Ensure compliance with HIPAA regulations by its workforce.

Please complete the attached form as accurately as possible.

Return the form to:

Saraphina To'ahani-Adson, MIS Coordinator
PO Box 67, Tuba City, AZ 86045
928-283-1103 (Office)
sadson@tcusd.org (Email)



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Name of Company: _____
Address of Company: _____
Single Point of Contact/Representative: _____
Phone# of Representative: _____
Email Address of Representative: _____

Please give a description of what student demographic information is needed and how it should be transferred: _____

What format will the data need to take (ie: excel, csv, ascii etc): _____

Who will access the data once transferred? _____

Will the data be transferred again after you are done processing it? _____ Who will be the recipient(s)? _____

Please give a statement of the security of your technological environment. _____ What safeguards do you have in place to ensure the confidentiality and integrity of TCUSD student data? _____ Will your company own the data once transferred? _____ Will it have proprietary rights, copyright privileges, or access privileges for marketing or other purposes? _____

Will you have resale ability? _____ Can you sell phone lists, addresses and other contact info? _____ Will you use student conditions gained from reading the student data to market other products and services to these parents or students? _____

Will parents be made aware that their child's data is stored outside of the district? _____ Will they be able to decline participation or will this be mandatory for all students? _____

What happens to the archived data? _____ Will it reside on your servers or will it be turned back over to us? _____ Do we own all data and transfer rights, or will this be your data once transferred? _____

Who is going to be in charge of uploading data to you? _____ Will this continue to be handled by our Department or will you handle uploads? _____ Who will be in charge of fixing data errors? _____

How often will we need to do a data transfer between TCUSD and your servers? Weekly, Monthly, Yearly? _____ What about new enrollments and drops? _____