

<b>UTAH STATE BOARD OF EDUCATION POLICY</b>
Policy Number: 5004
Policy Name: Student Data User Advisory Group
Date Approved: January 8, 2020

1. The Utah State Board of Education (the Board) hereby establishes the Student Data User Advisory Group (SDUAG).
2. The purposes of the SDUAG is to provide feedback and suggestions on the practicality of actions proposed by student data policy and governance advisory groups that affect Utah LEAs.
3. In support of its purposes, the SDUAG may:
  - a. provide valuable insights by representing stakeholder groups in advising the Board on:
    - i. the impact of student data privacy policies;
    - ii. business rules in the implementation of student privacy policies;
    - and
    - iii. implementation of student data privacy policies; and
  - b. perform other specific tasks as may be identified by the Board.
4. The SDPAG may meet monthly or quarterly.
5. During a scheduled meeting the SDUAG may:
  - a. discuss feedback received from community stakeholders; and
  - b. make written recommendations and provide feedback to the Board on issues of importance for student data privacy that merit consideration by the Board.
6. SDUAG meetings are not subject to the Open and Public Meetings Act.
7. The Chief Privacy Officer shall:
  - a. provide clerical support to facilitate meeting logistics, prepare meeting agendas and minutes, and assist with required written communication to the Board;

- b. send a copy of each SDUAG agenda to the Board at least three days before the SDUAG meeting; and
  - c. prepare a one-two page summary of each SDUAG meeting and send the summary with SDUPAG recommendations to the Student Data Policy Advisory Group by e-mail.
- 8. The SDUAG shall conduct committee business under Roberts Rules of Order.
- 9. The SDUAG shall be composed of the following members:
  - a. the Chief Privacy Officer;
  - b. local-level student data users; and
  - c. 3-5 LEA officials who work with data privacy.
- 10. SDUAG members shall be appointed for four-year terms. Committee member terms of service shall be staggered so that approximately half of the members are appointed every two years.
- 11. SDUAG meetings shall be facilitated by the Chief Privacy Officer. The Chief Privacy Officer shall:
  - a. coordinate meeting logistics with SDUAG members;
  - b. preside at SDUAG meetings;
  - c. report to Board leadership and committee chairs as requested; and
  - d. invite other stakeholders and additional USBE staff to participate in SDUAG meetings as needed.
- 12. This policy is subject to Board Policy 1004 – Advisory Groups.