

<b>UTAH STATE BOARD OF EDUCATION POLICY</b>
Policy Number: 5005
Policy Name: Student Data Governance Advisory Group
Date Approved: January 8, 2020

1. The Utah State Board of Education (the Board) hereby establishes the Student Data Governance Advisory Group (SDGAG).
2. The purposes of the SDGAG is to perform duties related to state and local student data protection, including:
  - a. overseeing data collection and usage by board program offices; and
  - b. preparing and maintaining the board’s student data governance plan under the direction of the student data policy advisory group.
3. In support of its purposes, the SDGAG 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 SDGAG may meet monthly or quarterly.
5. During a scheduled meeting the SDGAG may:
  - a. review the published agenda for the Board’s meeting, identify student data privacy issues, and provide feedback to the Board on those items;
  - b. discuss feedback received from community stakeholders on Board agenda items;
  - c. make written recommendations and provide feedback to:
    - i. Board committee chairs on matters coming before the Board’s committee; and

- ii. Board leadership on matters scheduled to come before the full Board; and
  - iii. make written recommendations to Board leadership on other issues of importance for student data privacy that merit consideration by the Board.
6. SDGAG 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 SDGAG agenda to the Board at least three days before the SDGAG meeting; and
  - c. prepare a one-two page summary of each SDGAG meeting and send the summary with SDGAG recommendations to the Board by e-mail.
8. The SDGAG shall be composed of the following members:
  - a. the Chief Privacy Officer;
  - b. the Data and Statistics Coordinator;
  - c. USBE attorneys;
  - d. USBE IT employees; and
  - e. other Board employees.
9. SDGAG 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.
10. SDGAG meetings shall be facilitated by the Chief Privacy Officer. The Chief Privacy Officer shall:
  - a. coordinate meeting logistics with SDGAG members;
  - b. preside at SDGAG meetings;
  - c. report to Board leadership and committee chairs as requested; and
  - d. invite other stakeholders and additional USBE staff to participate in SDGAG meetings as needed.
11. This policy is subject to Policy 1004 – Advisory Groups.