

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

BUSINESS PROCEDURES

Identity Protection

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all schools shall take measures to protect the identities of students, their parents/guardians and financial information.

Policy Adopted: May 16, 2011
Policy Reviewed: March 25, 2013
Policy Revised: July 30, 2021

**Identity Protection Regulation
Regulation 810.1**

- I. Student/parent/guardian identity protection:
 - A. The school shall ensure that student information stored electronically is protected.
 - a. The school shall ensure that office computers with access to student information are password protected.
 - b. The school shall avoid using social security numbers.
 - c. The school shall ensure that computer files containing student information are maintained and destroyed consistent with applicable record retention policy.
 - B. The school shall ensure that paper records including student/parent/guardian information are secure.
 - 1. The school shall ensure that files/records with student information shall be secured and available only to those authorized to access them.
 - 2. The school shall ensure complete and secure destruction of paper documents when it is no longer necessary to retain the information.
- II. Financial identity protection:

- A. The school or business office shall ensure that all electronic financial transactions are secure.
 - 1. When using ACH, the school or business office shall ensure that the vendor provides a secure web site/transaction communication.
 - 2. The school/business office shall ensure that office computers with access to account and transaction information are password protected.
 - 3. The school/business office shall ensure that computer virus protection is up-to-date.
 - 4. The school shall ensure that computer files containing student information are maintained and destroyed consistent with applicable record retention policy.

- B. The school or business office shall ensure that paper financial transaction are secure.
 - 1. The school/business office shall ensure that files/records with financial information shall be secured and available only to those authorized to access them.
 - 2. The school shall ensure that computer files containing student information are maintained and destroyed consistent with applicable record retention policy.

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