



## Privacy Policy Notice

This privacy policy notice discloses the privacy practices and applies to the collection, privacy and use of the educational data the Center for Educational Performance and Information (CEPI) maintains. CEPI, a division of the State Budget Office in the Department of Technology, Management, and Budget, is chiefly responsible for coordinating the collection, management and reporting of all education data required by state and federal law for preschool, elementary, secondary and postsecondary education (PK-20), in a manner that reduces the administrative burden on reporting entities, complies with federal and state privacy laws, and provides data and reports to state and local policymakers and the residents of this state (including parents and other residents/taxpayers and stakeholders in the state). CEPI is also responsible for the development and implementation of a comprehensive P-20 longitudinal data reporting system and the collection of data necessary to implement the system.

The CEPI Web site is located at: <http://www.michigan.gov/cepi> and contains links to other sites. Please be aware that CEPI is not responsible for the content or privacy practices of these other sites. CEPI encourages users to be aware when they leave CEPI's site and to read the privacy statements of any other site that may collect personally identifiable information.

### **Data Collection and Use**

CEPI collects educational data from Michigan's preschools, elementary schools, secondary schools and postsecondary institutions. Examples of data collected are: 1) student demographic, program participation and persistence, 2) personnel and staffing information, 3) school safety practices, incidents of crime and school technology, 4) school directory information, and 5) school expenditures and revenues. CEPI collects data using various Web-based applications it maintains with the Department of Technology, Management and Budget. For more information on how CEPI uses data, view the following link: <http://www.michigan.gov/cepi/0,1607,7-113--252460--,.00.html>.

CEPI uses these data for state and federal reporting purposes such as: 1) state aid payments, 2) the United States Department of Education Consolidated State Performance Report, 3) the No Child Left Behind Act, 4) the Michigan Department of Education's (MDE's) accreditation plan, 5) MDE's teacher certification audit, 6) Title I direct certification, and 7) the American Recovery and Reinvestment Act.

### **Security Procedures**

To protect the privacy of individual records, the Michigan Student Data System (MSDS) or the Registry of Educational Personnel (REP) assigns a unique number to each individual's data set. The MSDS assigns a Unique Identification Code (UIC) to each student record, while the REP assigns a Personnel Identification Code (PIC) to educational personnel. Both of these codes are computer-based and contain no embedded meaning. Once either the MSDS or the REP has appended an identification code to each individual record, the student's name or the district employee's name and Social Security number is secured at the highest level. CEPI then appends a Research Identification Code (RIC) onto each record to further protect individual records when using them for research purposes. The individual record that now contains a code is subject to restricted access and to use on summative reports.

In addition to establishing a system of unique codes for each individual record, three additional corresponding private and confidential protections are in place. These include: 1) data security, 2) statistical cutoff, and 3) restricted access. First, CEPI adheres to the measures put in place by the State of Michigan (SOM) to ensure that records are not lost, stolen, vandalized, illegally accessed or otherwise rendered useless. CEPI data are "hosted" on a secure platform that provides the highest level of security along with backup and disaster recovery capability. CEPI utilizes automatic encryption

and secure socket layer during data transmissions. Second, CEPI applies statistical cutoffs of published data to help prevent situations in which narrowly defined populations produce cells small enough to permit the identification of individuals as defined by the Freedom of Information Act (FOIA). Finally, CEPI significantly limits who can view the data and for what purposes.

### **FERPA Compliance**

CEPI adheres to state and federal law pursuant to the Family Educational Rights and Privacy Act (FERPA) and does not use the data for any purpose other than the educational improvement of Michigan's PK-20 students. CEPI requires other agencies and researchers whom it provides individual-level data for the educational improvement of Michigan's PK-20 students to abide by the provisions of FERPA. The FERPA statute describes circumstances under which schools, CEPI and other state agencies are authorized to release data regarding its students, teachers and schools without prior student or parental consent. These data can be disclosed to an organization conducting studies, reports and analyses to develop, validate or administer predictive tests, to administer student aid programs or to improve instruction. CEPI does not release the data to anyone other than the organization, which in turn destroys it when no longer needed.

As pursuant of section 99.33(2)(e) of the FERPA regulations, if CEPI determines that a third party rediscloses personally identifiable information from educational records in violation of FERPA, or fails to provide the notification required within the FERPA regulations, CEPI adheres to the FERPA guidance to not allow that third party access to personally identifiable information from educational records for at least five years.