# LACA Data Release Policy
**Approved: August 13, 2015**

The Governing Board and staff of the Licking Area Computer Association (hereafter referred to as the LACA) recognizes that data maintained by LACA is the legal property of the school district (hereafter referred to as the district) which entered such data or to which such data is assigned. Each district's individual portion of LACA's computer which maintains district data is considered an extension of the district. LACA, therefore, is a holder in public trust of the data.

The Board adopts the following policy statements concerning access to and security of the data. These statements are intending to assure the inviolability of the data, provide for procedures to permit authorized access to data and prohibit unauthorized release of data, and recommend features which districts and LACA can implement to promote system and data security.

A. DATA ACCESS

Data maintained by LACA shall be recognized as the exclusive property of the district. Each district shall be in control of its own data maintained by LACA. The following procedures are defined to ensure compliance with OAC 3301-3-07.

B. Data Release and Transfer

1. The District Superintendent or Treasurer shall notify LACA in writing on district letterhead the data to be released or transferred and the entity to which the data shall be released. The Data Release request shall specify a district designee with whom LACA will arrange the details of the data release. The LACA Executive Director shall acknowledge receipt of the notification and arrange with District Designee how the data will be released.

2. The release of requested data shall occur no later than ten business days following the district's request, unless otherwise specified and agreed upon by both the district and LACA Executive Director.

3. By specifying the recipient of the District data, the District assumes responsibility for the security of the Data after it is transferred, and releases LACA from liability for the data that was released.

4. LACA uses an annual Vendor Data Release form on which a district specifies the vendors to which data should be released and authorizes the release. LACA archives these forms which may be updated at any time during the year. Each school year, a new Vendor Data Release form will must be signed by the district Superintendent, Treasurer or designee.

C. Data Return

1. LACA will make every effort to return data to the LACA system within ten business days from which the data return is requested.

2. LACA's ability to import data into various systems may be limited by the terms of the software agreements into which LACA, the MCOECN, and/or other cooperative has entered. If it is determined that the data cannot readily be imported, LACA will, under the direction of the requesting district, pursue alternative means for securing the data.

3. In the event LACA incurs additional costs to import and/or secure the returned data, the requesting District shall reimburse LACA for those costs.