



In A Nutshell...

Information & Data Protection

Redact Before You Act: Maintaining Confidentiality When Sharing Information

Redaction in the electronic age

Before the age of electronic media and technology, redaction was as simple as taking a black marker and drawing a line over the information to be hidden. Unfortunately, redaction isn't that simple when using technology. Redaction is as much about process as technology. The following are a few helpful hints and tips about redacting confidential information.**

Technology makes printing reports easy

- Redact or hide all student names, identification numbers, and other information that would identify the student(s) and reveal personal information.
- For electronic files, redact electronically and then save the document as an image or PDF to prevent others from being able to remove the redaction.
 - ! Blacking out cells in a Word or Excel document alone does not work if the file can still be edited.
 - ! Using "shapes" to cover information only works if the viewers cannot move or remove the shapes.
 - ! Changing the font color to match the background does not make the words disappear. Highlighting the words with the mouse still reveals the words.
- Suppress any counts of students less than 10 by replacing them with "<10" if the information is sensitive.
 - ! Be careful that other numbers don't allow viewers to figure out the suppressed numbers (e.g., total number of students is 15, 11 students are X, and <10 are Y)
- Be aware that, in addition to visible content within a document, there could be hidden metadata (information about the document) that could be just as sensitive as the actual content.

Students' Names, Education Records Posted on Website

Hours after Oklahoma's State Board of Education deliberated behind closed doors over seven students' appeals for exemptions from high-stakes testing requirements, state officials posted the private educational records of each of those students on the state website. The posting included names, grade point averages, school districts, learning disabilities, test scores and other information. Only addresses and phone numbers were redacted.

Source: www.tuslaworld.com. 06/06/2012

Use the "Headline Test" to determine if information is sensitive

- Would you be comfortable seeing this information as the local news headline with your name mentioned as the source in the story?
- Would you be comfortable if the information was about you?

Think Twice...when sharing information at HIDOE events that might include individuals who are not HIDOE employees, such as...

- | | |
|---|--|
| <input checked="" type="checkbox"/> School Community Council meetings | <input checked="" type="checkbox"/> WASC accreditation visits |
| <input checked="" type="checkbox"/> Back to School or Open House type events | <input checked="" type="checkbox"/> Board of Education meetings |
| <input checked="" type="checkbox"/> Meetings with vendors and researchers | <input checked="" type="checkbox"/> Presentations at conferences |
| <input checked="" type="checkbox"/> Meetings or activities with external evaluators | <input checked="" type="checkbox"/> Postings on school/class websites |
| <input checked="" type="checkbox"/> Interactions/requests from the legislature | <input checked="" type="checkbox"/> Interactions/requests from the media |

****These hints and tips are not a comprehensive or exhaustive list. Person(s) using redaction methods/tools should ensure that confidential information is redacted thoroughly and appropriately.**

Where can I get more information?

Privacy Technical Assistance Center (PTAC)

PTAC provides resources to educational stakeholders as it relates to data privacy, confidentiality, and security. The website contains technical briefs, white papers, archived webinars and presentations, and checklists.

<http://ptac.ed.gov/>

National Security Agency

Redacting with Confidence: How to Safely Publish Sanitized Reports Converted From Word to PDF

This publication references older versions of MS Word and Adobe. It is provided here for general information and process.

<http://www.fas.org/sgp/othergov/dod/nsa-redact.pdf>

Adobe

Removing Sensitive Content

This information is specific to the use of Acrobat X Pro.

http://help.adobe.com/en_US/acrobat/pro/using/WS4E397D8A-B438-4b93-BB5F-E3161811C9C0.w.html

Redaction of Confidential Information in Electronic Documents

This publication references older software versions, but also contains information about the causes of redaction problems and general redaction processes.

<http://partners.adobe.com/public/developer/en/acrobat/Redaction.pdf>

Other Resources

Best Practices: Redaction Information

United States District Court, Southern District of Alabama

<http://www.alsd.uscourts.gov/cmecf/redaction.cfm>

A Guide to the Proper Redaction of Documents

United States District Court for the District of Maine

<http://www.med.uscourts.gov/pdf/ProperRedactionofDocuments.pdf>

HIDOE FERPA Websites

Contains information, forms, etc. about FERPA within the Hawaii State Department of Education, as well as links to external resources.

Public content

<http://www.hawaiipublicschools.org/VisionForSuccess/SchoolDataAndReports/StudentPrivacy/Pages/home.aspx>

Employee-related content

<https://intranet.hawaiipublicschools.org/offices/dgo/pse/Pages/default.aspx>

HIDOE Accountability Resource Center Hawaii (ARCH)

Hawaii Guidelines for Reporting Student Data

<http://arch.k12.hi.us/PDFs/resources/other/DisaggregGuidelinesFinal.pdf>

Hawaii State Department of Education ♦ Data Governance Office

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Data Governance Office Websites

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<http://www.hawaiipublicschools.org/VisionForSuccess/SchoolDataAndReports/HawaiiDataSources/Pages/Data-Governance.aspx>

Employee-related content

<https://intranet.hawaiipublicschools.org/offices/dgo>