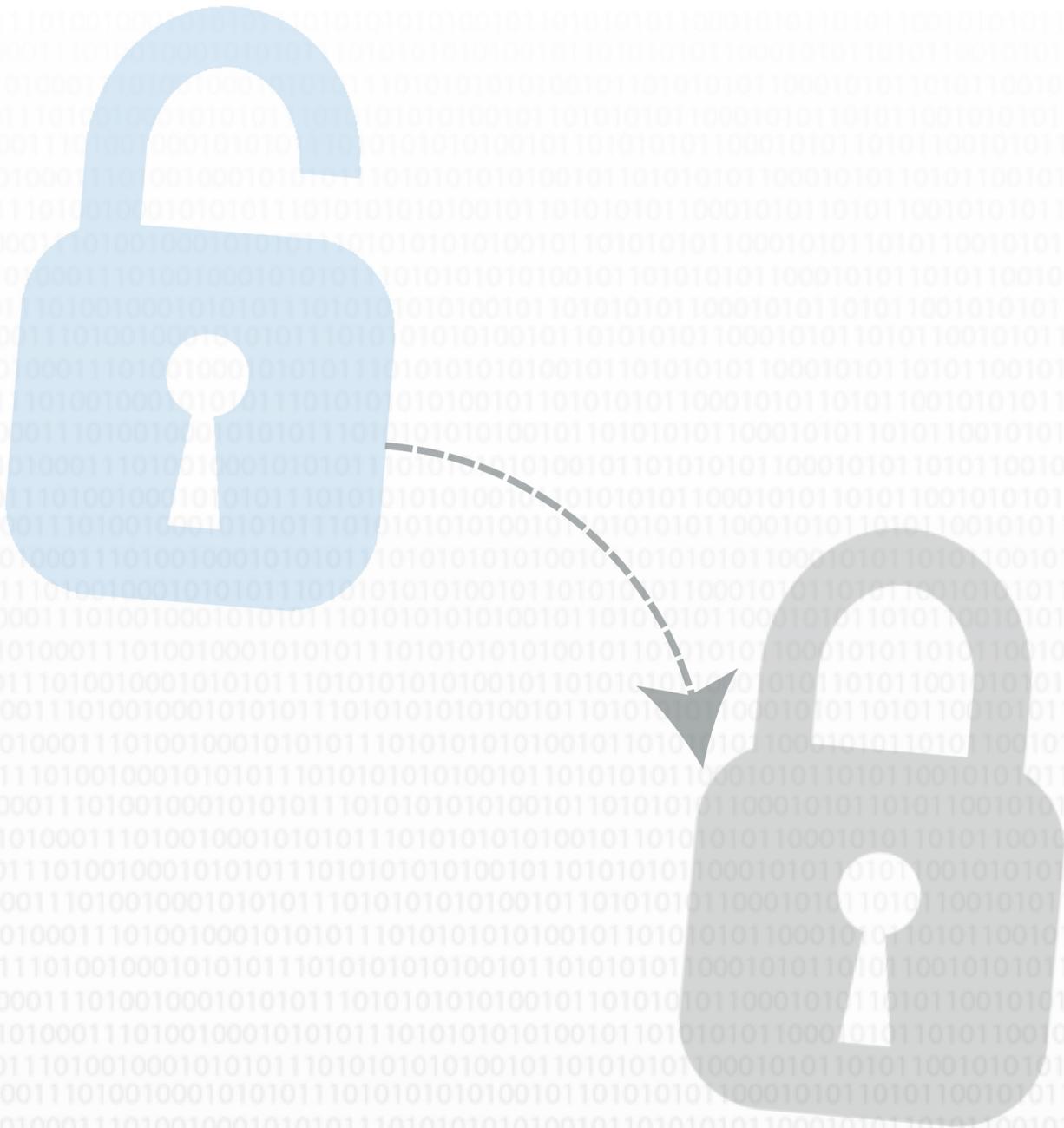


# Password Data Breach Scenario: Districts



Privacy Technical Assistance Center



# About PTAC

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The U.S. Department of Education established the Privacy Technical Assistance Center (PTAC) as a “one-stop” resource for education stakeholders to learn about data privacy, confidentiality, and security practices related to student-level longitudinal data systems and other uses of student data. PTAC provides timely information and updated guidance on privacy, confidentiality, and security practices through a variety of resources, including training materials and opportunities to receive direct assistance with privacy, security, and confidentiality of student data systems. More PTAC information is available at <http://ptac.ed.gov>.

PTAC welcomes input on this document and suggestions for future technical assistance resources relating to student privacy. Comments and suggestions can be sent to [PrivacyTA@ed.gov](mailto:PrivacyTA@ed.gov).

## Introduction

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The *Password Data Breach Scenario* is one of a series of exercises developed by the Privacy Technical Assistance Center. It is intended to help schools, districts, and other educational organizations conduct internal staff development on data breaches. Each scenario has been developed into a training package, providing ready-to-use resources for the scenario leader(s) and participants.

The *Password* scenario is intended for school districts, although it could also be adapted for state education agencies or institutions of higher education. The goal of the activity is to highlight for district management the need to properly plan for a data breach, and illustrate the processes, procedures, and skills needed to respond. The package has three parts: Facilitator’s Guide, PowerPoint Presentation, and Handouts.

The [Facilitator’s Guide](#) leads users through the exercise, providing an explanation of its purpose, an outline of the activities and expected outcomes at each step, and suggestions for discussions along the way.

The [PowerPoint Presentation](#) is provided for the leader’s use during the exercise, providing slides and talking points.

The [Handouts](#) are notes to be provided to each team, updating changes to the scenario as it progresses. These notes are also found in the slides. The facilitator should decide whether both tools are needed and edit accordingly.

All three pieces of the package are designed to be customized for your district: the Facilitator’s Guide highlights sections to adjust for the district’s characteristics; the PowerPoint file has spaces for the district name and logo, as well as a presenter’s page; and the Handouts include space for both district name and logo, as well as areas for community personalization.