



**U.S. Department of Education's Privacy Technical Assistance Center (PTAC) Training**  
**April 25<sup>th</sup>, 2019**  
**Butler Community College**  
**901 S Haverhill Rd El Dorado Kansas**  
**2000 Building**

- 8:45 a.m. – 9.00 a.m.** Welcome, Logistics and Introductions
- Objectives for the day:
- Learn about FERPA.
  - Discuss commonly encountered scenarios and discuss how FERPA applies.
  - Explore topics related to data security and disclosure avoidance
  - Conduct a simulated data breach exercise; discuss tactics for responding and notification.
- 9:00 a.m.-10:30 a.m.** FERPA 101:
- Introduction to FERPA and student privacy best practices.
  - Discussion of basic and intermediate FERPA scenarios.
  - Discussion of latest FAQ guidance regarding video surveillance records.
  - Discussion of disclosure of FERPA-protected PII to law enforcement.
- 10:30 a.m.- 10:45 a.m.** Break
- 10:45 a.m. – 11:45 a.m.** Data Security Best Practices:
- Data Security Best Practices with specific emphasis on attack vectors.
  - Threats to data security, risk analysis and reasonable methods.
- 11:45 a.m. – 12:45 p.m.** Lunch (on your own)
- 12:45 p.m. – 2:00 p.m.** FERPA 201: Advanced FERPA Scenarios
- Discussion of advanced FERPA scenarios
- 2:00 p.m. – 3:30 p.m.** Data Breach Identification and Response:
- Best Practices for identification.
  - Interactive discussion and planning for response.