DGF - ACH Security Framework

County of Weld School District RE-7 is committed to protecting the confidentiality and integrity of all customer information (Protected information) retained by County of Weld School District RE-7. The following standards have been established for safeguarding customer information.

- Ensure the security and confidentiality of customer records and information
- Protect against any anticipated threats or hazards to the security or integrity of such records
- Protect against unauthorized access to or use of such records or information that could result in substantial harm or inconvenience to the customer
- Educating employees about responsibilities for the Protected Information

The objective of the ACH Security Framework Policy is to ensure the confidentiality and integrity of the information obtained, created or maintained by Weld County School District Re-7 employees. Confidentiality is the assurance that information is accessible only to those persons that require access to it. Integrity is safeguarding the accuracy and completeness of information and processing methods. This policy covers ACH information generated from district accounting system. ACH initiated by payroll personnel and verified by the CFO/COO or Superintendent.
Weld County School District Re-7 will ensure appropriate controls are in place and address areas of gathering Protected Information, transaction initiation, data entry, processing and distribution of reports.

Weld County School District Re-7 will ensure the appropriate security controls are in place across all ACH-related systems, applications and processes. Control policies and practices will address initiation, processing and storage of entries and resulting Protected Information as defined by the ACH Rules. Weld County School District Re-7 will identify critical or confidential data used in ACH operations and ensure that proper storage and disposal practices are used. Key practices will be ACH initiated by payroll personnel and verified by the CFO/COO or Superintendent.

Weld County School District Re-7 will minimize and monitor the number of employees with access to Protected Information. Weld County School District Re-7 will minimize and segregate employees and limit access to various maintenance and transaction support functions.

Weld County School District Re-7 will ensure the appropriate training/education is provided to district employees. The CFO/COO is responsible for overseeing and documenting the training/education to district employees.

Adopted: September 15, 2014
Revised: July 6, 2022

Platte Valley School District, Weld RE-7