**PTAC Regional Meeting**

**Herndon, VA (DC Area)**

**September 17th 2014 – 8:30AM to 5:30PM**

**State Team Application Form**

**Purpose of Meeting**

The Privacy Technical Assistance Center (Privacy TA Center) will be hosting a regional meeting with a focus on transparency of data systems and multi-agency data mapping exercise.

We are requesting an application that lists the agency team (must be more than SEA and can include Districts, workforce, human service, early childhood, and/or postsecondary agencies) of up to 4 attendees per state so that the teams can work through looking at the current state of their data system transparency, work to map their data systems to determine which FERPA exception may apply, and work through multi-agency data breach scenarios. The maximum attendance will be 30 participants.

**Topics:**

**Session Descriptions**
**Data Mapping**: This session will focus on the soon to be released data mapping PTAC document. A presentation outlining the process will be provided then state teams will be tasked with conducting the exercise with their systems. A report out from each state team will wrap the session up.

**Transparency:** The PTAC/ED team will kick off the session with a presentation on the latest guidance. Invited travelers will discuss their approach/websites around transparency. Participant teams will then review their websites and/or policies to determine what missing elements/aspects should occur as a result of the guidance and record action items to improve transparency. Teams will report out their plan/approach.

**Multi-Agency Data Breach:** The PTAC team will hand out up to 3 different multi-agency data breach scenarios. The participant teams will need to respond to the breach from each agency’s perspective and be prepared to discuss what their agency requirements are regarding a data breach. Implications of combined data sets and complexity of multiple law requirements will be the focus of this exercise.

***Travel/Logistics: If your application is approved, you will receive more information on travel reimbursement options. If you have travel funding available through your grant, please confirm use of those funds with your federal program officer. We will provide travel funds for participant experts that need travel assistance.***

**Instructions:**  Please provide the information requested below and return to PrivacyTA@ed.gov no later than 5PM ET, August 22nd, 2014. We will review all applications and contact you regarding travel, etc. It is important that you ensure the team you specify is available and willing to attend the meeting.

**STATE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Participant Name | Participant email address: | Agency Affiliation (i.e. Early Childhood, Workforce) | Travel needed? (Y if no grant funds available) |
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**Will any of the participants be able to provide best practice expertise as it relates to transparency, data breach response, and/or mapping of data to determine which federal/state laws apply to data? Please explain:**

**How will this regional benefit you and your respective agency partners? In other words, what do you hope to get out of this meeting?**