Canon 9:
Safeguard sensitive data to guarantee privacy and confidentiality

A school board member was a personal friend of the principal at the local elementary school. When the board member needed information, she would email the principal and get a reply with the data attached. Both school leaders knew they were circumventing official procedures for sharing data, but rationalized that, since they both had privileges to obtain the data from the data steward, this more direct and informal approach only expedited an exchange that was otherwise permissible anyway. They didn't see any harm in this practice until the board member made a public presentation that inadvertently revealed that the one and only Asian female student in the 4th grade had a learning disability. The student's parents were in the audience and took offense to the public display of private information. The district's information security officer informed both the board member and principal that sharing data so haphazardly violated the district's policies and procedures. Had proper procedures been followed, the data steward would have masked all personally identifiable information and the private information would not have been accidentally disclosed.