



ACCEPTABLE USE GUIDELINES

The Office of the Kentucky Center for Statistics (KYSTATS) was created in 2013 by Kentucky statutes KRS 151B.131-151B.134, and 164.036. The primary purpose of KYSTATS is to collect and link data to evaluate education and workforce efforts in the Commonwealth so that policymakers, practitioners, and the general public can make better informed decisions while maintaining the confidentiality of the data. Much of this work is supported by maintaining the Kentucky Longitudinal Data System (KLDS).

The Kentucky Center for Statistics follows strict redaction and suppression guidelines to ensure the privacy of all individuals. KYSTATS maintains these guidelines for all data and information used and reported out of the Kentucky Longitudinal Data System. Various elements of the data maintained by KYSTATS on behalf of public agencies are protected and must follow relevant federal, state, or institutional policies including, but not limited to the Privacy Act of 1974, 5 U.S.C. 552a; the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g; the Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.; the Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq., KRS 164.283, as well as the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., KRS 157.200 et seq., and 707 KAR Chapter 1.

The following guidelines were updated as of February 2024 and are updated frequently to reflect the most current trends in data security and privacy. These guidelines include cases where data may be suppressed, or removed, to prevent the identification of individuals or employers in small groups or those with unique characteristics to adhere to state and federal privacy laws.

Although data released from KYSTATS are de-identified, meaning not released with any personally identifiable information (name, social security number), there is still some risk of identifying individuals through statistical measures. KYSTATS requires certain data with small cell counts be redacted or suppressed to minimize risk.

When data are redacted, the report must display a placeholder (for example, *, redacted) with a disclaimer explaining its meaning. Internal and external report authors will be aware of small group suppression rules. Data users are responsible for ensuring that KYSTATS’ Acceptable Use Guidelines are applied appropriately to any reports created and will adhere to requests to employ redaction and suppression in any released product when applicable.

Reviewed February 2024

For more information about the Kentucky Center for Statistics please email KYSTATS@ky.gov or visit <http://KYSTATS.ky.gov>.

Data Guidelines

KYSTATS collects, integrates, and maintains a wide range of data in the KLDS from state, local, and national entities. No data coming from the KLDS may be presented for any groups with less than 10 individuals unless otherwise agreed upon with the data owner.

Enrollment Counts of Education Data: General enrollment level information may be reported for any count of individuals. This information includes school and district enrollments for specific populations or by specific enrollment type (grade level, postsecondary enrollment, primary, and secondary enrollment). If a second dimension is added such as socioeconomic status by ethnicity then the data may only be reported if there are at least 10 individuals in each category or cell. For example, if there are 7 Hispanic students enrolled in a particular school, this may be reported. However, if there are 7 Hispanic students eligible for free/reduced price lunch the value must be suppressed.

Academic Performance Data: Academic performance data may only be presented for groups that have a minimum count of 10 individuals. Therefore, any parameter or statistic that is calculated must be for a group with a cell size of at least 10. Example: If the metric is GPA for HS graduates, the number of HS graduates with a GPA must be at least 10 for average GPA to be reported. Note that while a proportion is a parameter or statistic, it can reveal the size of a subgroup and therefore may not be given in such a case. Additionally, if any group may be identified as having less than 10 individuals and another group or groups are present as well as the total sum, at least two groups must be redacted. For example, if enrollment counts of male students is less than 10, the enrollment information for these and female students may be reported as defined previously, but academic performance outcomes information may not be reported for either group.

Unemployment Insurance Counts: Employment data include information from Unemployment Insurance and Workforce programs. This includes all wage and employment information for employees and employers covered by unemployment insurance as well as information about participation in any workforce sponsored programs. When presenting employment information, it is important to note the limitation of the data to include only those employers covered by Kentucky's Unemployment Insurance System.