![Kentucky Center for Statistics - KYSTATS - Uniting our data, Informing our Commonwealth]

The Office of Education and Workforce Statistics was created in 2013 by Kentucky statutes KRS 151B.131-151B.134, and 164.036. This office is usually referred to as the Kentucky Center for Statistics (KYSTATS). The primary purpose of KYSTATS is to collect and analyze education and workforce data to enable the policy maker community to make informed policy and practice decisions in the state 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 or De-Identified Reporting System. This process ensures compliance with the Family Education Rights and privacy Act (FERPA) 20 U.S.C. 1232g and 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, 2014 and are updated at least annually to reflect the most current trends in data security and privacy. The guidelines listed are the minimum information that must be redacted or suppressed.

General Data Guidelines

De-identification: Although data released from KYSTATS are not released with any personally identifiable information (name, social security number), there is still some risk of identifying individuals through statistical measures. KYSTATS strongly recommends all data with small counts listed below be redacted or suppress to minimize this risk. Redaction is the general process for removing sensitive data from reports prior to release. This process, when compliant with existing data access and use and acceptable use guidelines helps to minimize the risk of individual data exposure. Data may be suppressed, or removed, to prevent the identification of individuals in small groups or those with unique characteristics. When possible, redaction and suppression should be a part of the programming of the report rather than a manual process.

When an identified group is smaller than the thresholds below, the report must display a placeholder (for example, -, *, NA) with a disclaimer explaining what the placeholder means. Internal and external report authors also should be aware of small group suppression rules. Report authors are responsible for ensuring that KYSTATS Acceptable Use Guidelines are applied appropriately to any reports created.

Education Data Guidelines

Education data include information from KDE, CPE, and EPSB about students, teachers and staff. These data elements include enrollment in primary, secondary and postsecondary as well as academic and financial information provided by schools and districts.

Statistical Counts: General enrollment level information may be reported for any count of individuals. This information includes school and district enrollments for specific populations (race/ethnicity, gender, special education access, socioeconomic status) or by specific enrollment type (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.

Academic Data: General academic data may only be presented for groups that have a minimum count of 10 individuals. Therefore, the denominator used to calculate any statistic must be greater than 10. For example, enrollment information for students in a specific program may be less than 10, which can be reported. However, no academic information may be presented on these students. Additionally, if any group may be identified as having less than 10 individuals and another group or groups are present adding to the total sum, both or all 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, but academic information may not be reported for either group. Results must also be top and bottom coded, so that rather than 100% or 0%, results should indicate that greater than 95% or less than 5% of the population falls within the listed category.

Employment Data Guidelines

Employment data include information from Unemployment Insurance and Workforce programs. This includes all wage and employment information for employees and employers as well as information about participation in any workforce sponsored programs.

Statistical Counts: No employment data may be presented for any groups with less than 10 individuals. No employer identifiable data may be presented. Industry level information presented for any geographic area must be redacted if a single employer makes up more than 75% of the employment for that industrial sector. For example, in a county where a grocery store is the only large manufacturer, showing information by employer would identify the specific manufacturer and must be redacted. Additionally, if any group or employer may be identified as having less than 10 individuals and another group or groups are present adding to the total sum, both or all groups must be redacted.

When presenting employment information, it is important to note the limitation of the data to include only those employers submitting data to Kentucky's Unemployment Insurance System.