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## Parents' Bill of Rights for Data Privacy and Security

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The Board of Education is committed to protecting the privacy and security of each and every student's data. Parents should be aware of the following rights they have concerning their child's data:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purposes.
- 2) Parents/guardians have the right to inspect and review the complete contents of their child's education record.
- 3) The confidentiality of a student's personally identifiable information is protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards and practices that align with the National Institute of Standards and Technology Cybersecurity Framework.
- 4) A complete list of all student data elements collected by the State Education Department is available for public review at: <http://www.nysed.gov/data-privacy-security/student-data-inventory> or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
- 5) Parents/guardians have the right to file complaints about possible breaches of student data. Parents/guardians may submit a complaint regarding a potential breach by the School District to the Superintendent of Schools or his/her designee. The School District shall promptly acknowledge any complaints received and commence an investigation into the complaint, while taking the necessary precautions to protect personally identifiable information. The School District shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. Complaints pertaining to the State Education Department or one of its third party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, email to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).
- 6) In the event of a data breach or unauthorized disclosure of a students' personally identifiable information, third party contractors are required by law to notify the School District within seven (7) days of discovery of the breach or unauthorized disclosure.
- 7) If the District enters into a contract with a third party in which student, teacher, or principal data is shared with a third party, the School District will require the third party to provide evidence that it has adopted a data and security plan in accordance with Education Law, section 2-d and will post as supplemental information be appended to the Parents' Bill of Rights the following information:

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- a. the exclusive purposes for which the student data will be used;
  - b. SERVICE PROVIDER will ensure that subcontractors, persons or entities that SERVICE PROVIDER will share the student data with, if any, will abide by data protection and security requirements;
  - c. that student data will be returned or destroyed upon expiration of the Agreement;
  - d. if and how a parent, student, or eligible student may challenge the accuracy of the student data that is collected; and
  - e. where the student data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.
- 8) Parents may access the State Education Department's Parents' Bill of Rights at:  
<http://www.nysed.gov/common/nysed/files/programs/student-data-privacy-parents-bill-of-rights.pdf>.

Adopted 11-19-2020