

Attachment B: Parents' Bill of Rights for Data Privacy and Security

Both state and federal laws protect the confidentiality of information about your child that identifies him or her. Such information, which includes student-specific data, is known as “personally identifiable information.” Under New York state’s education law, if you are a parent of a child in the School District, you have the following rights regarding the privacy and security of your child’s personally identifiable information and data.

(1) Your child’s personally identifiable information cannot be sold or released for any commercial purposes.

(2) If your child is under age 18, you have the right to inspect and review the complete contents of your child’s education records.

(3) Safeguards must be in place to protect your child’s personally identifiable data when it is stored or transferred. These safeguards must meet industry standards and best practices. Examples of such safeguards include encryption, firewalls and password protection.

(4) You have the right to make complaints about possible breaches of student data and to have such complaints addressed. Complaints to the SED 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. Complaints to the School District should be directed via email to address of Customer.

(5) You have additional rights as a parent, including additional privacy rights under federal law. They are found in the District’s Parents’ Bill of Rights and Responsibilities.

(6) You can find a complete list of all of the types of student data that the New York State Education Department (SED) collects at this web-link:

<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>

You may also obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.