



ClearTrack²⁰⁰ and RTI Edge

Data Privacy and Security Assurances



Broome-Tioga BOCES/South Central RIC is considered the “vendor” for ClearTrack 200 and RTI Edge software. While BOCES/RICs are not subject to the “third party contractor” requirements of Education Law 2-d or Part 121 of the Commissioner’s Regulations because they are local educational agencies, we, like all BOCES/RICs, are still subject to all of the other provisions of Education Law 2-d or Part 121 of the Commissioner’s Regulations and we take data privacy and security seriously. We provide the following assurances to school districts:

1. Broome-Tioga BOCES/South Central RIC does not sell or release for commercial purposes a student’s personally identifiable information.
2. Parents have the right to inspect and review the complete contents of their child’s education record, as per District Policy.
3. Broome-Tioga BOCES/South Central RIC uses industry standards and best practices to protect student personally identifiable information including but not limited to encryption, firewalls, and password protection. These practices are in place when data is stored or transferred.
4. Broome-Tioga BOCES/South Central RIC officers and employees undergo annual data privacy and security awareness training.
5. A complete list of all student data elements collected by the State is available for public review at <https://www.p12.nysed.gov/irs/sirs/> NYSED Data Elements List, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863, EBA, 89 Washington Avenue, Albany, New York 12234.
6. Parents have the right to have complaints about possible breaches of student data addressed. Complaints may be directed to the Broome-Tioga BOCES Data Privacy Officer via email at cchoi@btboces.org or by telephone at 607-763-3623, OR the NYS Chief Privacy Officer by writing to the New York State Education Department, 89 Washington Avenue, EB 152, Albany, NY 12234. Complaints may also be directed to the Chief Privacy Officer via email at: Privacy@nysed.gov or by telephone at 518-474-0937.
7. Broome-Tioga BOCES/South Central RIC will promptly notify the school district of any breach or unauthorized release of Protected Data in the most expedient way possible and without unreasonable delay, but no more than seven (7) calendar days after Broome-Tioga BOCES/South Central RIC has discovered or been informed of the breach or unauthorized release.