

## **APPENDIX C.1**

### **5500-E.1 PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**

The Board of Cooperative Educational Services of Nassau County 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 purpose.
- 2) Parents 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 Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
- 5) Parents have the right to file complaints about possible breaches of student data. Parents may submit a complaint regarding a potential breach by the Nassau BOCES to Chris Reinertsen, Executive Director for Curriculum, Instruction and Technology at 71 Clinton Road, Garden City, NY 11530. Nassau BOCES shall promptly acknowledge any complaints received and commence an investigation into the complaint, while taking the necessary precautions to protect personally identifiable information. Nassau BOCES shall provide a response detailing its findings from the investigation no more than sixty (60) days after the receipt of the complaint. Complaints pertaining to the State Education Department or one of its third party PLATFORMs may be submitted to NYSED at <https://www.nysed.gov/data-privacy-security/report-improper-disclosure> by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or email to [privacy@nysed.gov](mailto:privacy@nysed.gov) or by telephone at (518) 474-0937.
- 6) In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
- 7) If Nassau BOCES enters into a contract with a third party in which student, teachers or principal data is shared with a third party, supplemental information for each such contract will be appended to this Parents' Bill of Rights.

8) Parents may access the State Education Department's Parents' Bill of Rights at [https://www.nysed.gov/sites/default/files/programs/data-privacy-security/parents-bill-of-rights\\_2.pdf](https://www.nysed.gov/sites/default/files/programs/data-privacy-security/parents-bill-of-rights_2.pdf)

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Company Name\_\_\_\_\_Date:\_\_\_\_\_

Signature\_\_\_\_\_

Print Name\_\_\_\_\_