



SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT

Parents' Bill of Rights for Data Privacy and Security

Parents and guardians of students attending or seeking to enroll in the Shoreham-Wading River CSD are advised that they have the following rights with regard to student data under New York State Education Law.

1. A student's personally identifiable information will not be released or sold by the District for any commercial purposes.
2. A parent or guardian has the right to inspect and review the complete contents of their child's education record.
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, 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 New York State 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 and guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be addressed to:

**Alan Meinster, Assistant Superintendent for
Curriculum, Instruction, and Assessment; DPO**
250B Route 25A
Shoreham, NY 11786
(631) 821-8100

Or with NYSED

**Chief Privacy Officer
New York State Education Department**
89 Washington Avenue
Albany, NY 12234
Email: Privacy@nysed.gov



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6. This Bill of Rights will be included with every contract entered by the District with an outside contractor if the contractor will receive student, teacher, or principal data. This Bill of Rights will be supplemented to include information about each contract that the District enters into with an outside contractor receiving confidential student, teacher, or principal data, including the exclusive purpose (s) for which the data will be used, how the contractor will ensure confidentiality and data protection and security requirements, the date of expiration of the contract and what happens to the data upon the expiration of the contract, if and how the accuracy of the data collected can be challenged, where the data will be stored and the security protections that will be taken.
7. In the event of a data breach or unauthorized disclosure of 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.
8. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, the District will notify the public via written notice, electronic notice through the District's electronic communication platform, or Telephone notification.
9. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
10. Parents may access the State Education Department's Parent's Bill of Rights at:
http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights_2.pdf