

# **School Photography Vendor Compliance Packet**

**Prepared for**

**Lindenhurst Union Free School District**

## **Patken Photographer**

Doug Gordon – Owner

Professional School Photography Services  
Student Data Protection & Privacy Compliance  
FERPA & Student Privacy Standards

[www.patkenphotographer.com](http://www.patkenphotographer.com)

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## **Introduction**

Patken Photographer is committed to the highest standards of professionalism, student privacy protection, and data security when providing photography services to educational institutions. This compliance packet has been prepared specifically for Lindenhurst Union Free School District to outline the policies and procedures followed by Patken Photographer when photographing students, managing student images, and handling limited identifying information required for school portrait services. Our goal is to provide schools, students, and families with exceptional photographic services while ensuring that all data protection standards and legal requirements are fully respected.

### **1. FERPA Vendor Compliance Statement**

Patken Photographer acknowledges that student photographs and related identifying information may be considered educational records under the Family Educational Rights and Privacy Act (FERPA). When providing services for Lindenhurst Union Free School District, Patken Photographer operates as a school vendor with legitimate educational interest. Any information provided by the district is used exclusively for authorized school photography purposes including portrait creation, yearbook submissions, administrative image delivery, and parent ordering systems. Student information is never sold, shared, or used for unrelated marketing purposes without appropriate consent.

### **2. Student Data Protection Policy**

Patken Photographer collects only the minimum amount of information required to perform school photography services. This may include: • Student name • Grade level • School name • Class or homeroom designation • Student identification number if provided by the school No sensitive personal data such as Social Security numbers, medical records, or financial information is collected.

### **3. Cybersecurity & Data Handling**

Student data and images are protected using industry standard security measures including: • Secure encrypted cloud storage systems • Password protected access to administrative platforms • Limited employee access based on job responsibility • Secure file transfer when delivering images to school administrators All staff members handling student images or information follow strict confidentiality protocols.

### **4. Image Storage & Retention**

Student photographs may be archived securely for the purposes of: • Parent reorder availability • Yearbook or school administrative requests • Historical record of photography services Archived images remain protected within secure storage environments and are accessible only to authorized personnel.

## **5. Parent Privacy & Ordering**

Parent ordering systems provided by Patken Photographer are designed to protect student privacy. Online galleries are structured so that images are not publicly searchable and are intended only for parents or guardians associated with the student. Any access credentials required by the school are respected and implemented when requested.

## **6. Third-Party Vendor Compliance**

Patken Photographer may partner with professional print laboratories or secure gallery hosting providers to fulfill portrait orders. Any third-party service provider used must adhere to strict confidentiality and data security standards consistent with this policy.

## **7. Incident Response Policy**

In the unlikely event of a data security concern involving student information or images, Patken Photographer will immediately investigate the matter, notify the appropriate school administration, implement corrective actions, and cooperate fully with any applicable regulatory requirements.

## **8. Professional Standards & Experience**

Patken Photographer has photographed tens of thousands of events and portraits over more than four decades. The studio has extensive experience working with schools, families, and institutions that require a high level of professionalism, security, and reliability. Our team understands the responsibility that comes with photographing students and handling their images, and we maintain strict standards to ensure those responsibilities are honored.

## **Contact Information**

Patken Photographer Doug Gordon – Owner Website: [www.patkenphotographer.com](http://www.patkenphotographer.com) Phone: 516-551-1602 Questions regarding this compliance packet or privacy policies may be directed to the contact information above.