BREWSTER CENTRAL SCHOOL DISTRICT
DEPARTMENT OF TECHNOLOGY AND INNOVATION
50 FOGGINTOWN ROAD, BREWSTER, NY 10509
TELEPHONE 845-279-5051 ext. 1156 www.Brewsterschools.org

Michelle Gosh, Ed.D.
Superintendent of Schools

Jim Treloar
Director of Technology & Innovation

Bob Valdez
Assistant Director of Technology for Support & Operations

Parents' Bill of Rights for Data Privacy and Security

In accordance with New York State Education Law Section 2-d, the Brewster Central School District hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians.

(1) New York State Education Law Section 2-d ("Section 2-d") and the Family Educational Rights and Privacy Act ("FERPA") protect the confidentiality of personally identifiable information. Section 2-d and FERPA assures the confidentiality of records with respect to "third parties," and provides parents with the right to consent to disclosures of personally identifiable information contained in their child's education records. Exceptions to this include school employees, officials and certain State and Federal officials who have a legitimate educational need to access such records. In addition, the District will, upon request of parents, or eligible students, or if otherwise required by law, disclose student records to officials of another school district in which a student seeks to enroll.

(2) A student's personally identifiable information shall not be sold or released for any commercial purposes;

(3) Personally Identifiable Information (PII) includes, but is not limited to:
   a. The student's name;
   b. The name of the student's parent or other family members;
   c. The address of the student or student's family;
   d. A personal identifier, such as the student's social security number, student number, or biometric record;
   e. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
   f. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
   g. Information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

(4) In accordance with FERPA, Section 2-d and BOE Policy 7240 (Student Records), parents have the right to inspect and review the complete contents of their child's education record;

(5) The Brewster Central School District has in place numerous safeguards that meet or exceed industry standards and best practices to protect the personally identifiable information of students. These safeguards, include but are not limited to, encryption, firewalls, and password protection, which must be in place when any student data, including personally identifiable information, is stored or transferred.

(6) New York State, through the New York State Education Department, collects a number of student data elements for authorized uses. A complete list of all student data elements collected by the State is available for public review, at

Inventory of Data Elements Collected by NYSED

(7) Parents have the right to submit complaints about possible breaches of student data and teachers or principals have the right to submit complaints about possible breaches of teacher or principal APPR data. Any such complaint must be submitted, in writing, to:

Jim Treloar
Chief Privacy Officer / Director of Technology & Innovation
50 Foggintown Road
Brewster, NY 10509
jtreloar@brewsterschools.org

Complaints may also be submitted to NYSED at http://www.nysed.gov/data-privacy-security/report-improper-disclosure, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474- 0937.

(8) Parents have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.

(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.