

**Parents' Bill of Rights
for
Data Privacy and Security
Harpursville Central School District**

The Harpursville Central School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. In accordance with New York State Education Law Section 2-d, the Harpursville 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) A student's personally identifiable information cannot be sold or released for any commercial purposes by the district or any a third-party contractor. The district will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the district in accordance with district policy;
- 2) Parents have the right to inspect and review the complete contents of their child's education record. See Board Policy #5125, Student Records, for the procedures for exercising this right.
- 3) State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' personally identifiable information. 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;
- 4) 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 the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234;
- 5) Parents have the right to submit complaints about possible breaches of student data. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>;

- 6) Parents have the right to be notified in accordance to applicable laws and regulations if a breach or unauthorized release of their student's PII occurs;
- 7) Parents can expect that educational agency workers who handle PII will receive annual training on applicable federal and state laws, regulations, educational agency's policies and safeguards which will be in alignment with industry standards and best practices to protect PII.

Supplemental Information Regarding Third-Party Contractors

To provide the necessary educational services within the Harpursville Central Schools, the district enters into agreements with certain third-party contractors. As such and pursuant to such agreements, third-party contractors may have access to student data or teacher or principal data, protected by Education Law 2-d. Each contract the Harpursville Central School District enters with a third-party contractor, where the contractor receives student data or teacher or principal data, will include the following information:

- The exclusive purposes for which the student data or teacher or principal data will be used.
- How the third-party contractor will ensure that the subcontractors, persons or entities that the third-party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements.
- When the agreement expires and what happens to the student data or teacher or principal data upon expiration of the agreement.
- If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected.
- Where the student, teacher or principal data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

Updated by resolution of the Board of Education on 9/23/2020.