
Parents' Bill of Rights for Data Privacy and Security

In accordance with New York State Education Law Section 2-d, the **Mahopac Central School District** hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students, 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, as determined by the Superintendent of Schools, 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 adult 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 cannot be sold or released for any commercial purposes;
- (3) Parents have the right to inspect and review the complete contents of their child's education record;
- (4) Safeguards associated with industry standards and best practice under state and federal laws protecting the confidentiality of personally identifiable information, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- (5) A complete list of all student data elements collected by the State is available for public review at (<http://www.p12.nysed.gov/irs/vendors/templates.html>) or can be obtained by writing to: Office of Information & Reporting Services, New York State Education Department, Room 863 EBA 89, Washington Avenue Albany, NY 12234
- (6) Parents have the right to submit complaints about possible breaches (e.g., unauthorized access to student data) of student data. Any such complaint must be submitted, in writing, to: Interim Superintendent Dr. Brian Monahan 179 East Lake Boulevard, Mahopac, NY 10541 or email: monahanb@mahopac.k12.ny.us.
- (7) The District has entered into contracts* with certain third party contractors who have been sent student data and/or teacher data and/or principal data or may have access to student, and/or teacher, and/or principal data by virtue of their contract. The following information about such contractors and the required document is available upon request, as required by law.
 - The names of the third party contractors, the exclusive purpose(s) for which the data will be used;
 - the commencement and termination dates of each such agreement;

- A description of how the data will be disposed by the contractor when the contract purpose has been fulfilled;
- The data storage and security measures undertaken.

(*If such contracts are entered through agreements between the RIC/BOCES and individual or multiple School Districts, there will be no need to comply with the terms of the third-party contractor agreement since both are educational agencies and, therefore, are by definition not third party contractors.)

(8) Agreements with third party contractors 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.

(9) A parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected by filing a written request with the Interim Superintendent of Schools, Dr. Brian Monahan 179 East Lake Boulevard, Mahopac, NY 10541 or email: monahanb@mahopac.k12.ny.us

(10) The State Education Department's Chief Privacy Officer will develop additional elements for this Parents' Bill of Rights, which will be prescribed in Regulations of the Commissioner and updated by the District Accordingly.