

Nanuet Privacy Bill of Rights for Parents and Students

1. New York State Education Law Section 2-d ("Section 2-d") and the Family Educational Rights and Privacy Act ("FERP A") protect the confidentiality of personally identifiable information. Section 2-d and FERP A 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. The district will take steps to minimize its collection, processing and transmission of personally identifiable information.
3. A student's personally identifiable information will not be sold or released for any commercial purposes.
4. Except as required by law or in the case of educational enrollment data, school districts shall not report to the New York State Education Department the following student data elements: (1) juvenile delinquency records; (2) criminal records; (3) medical and health records; and (4) student biometric information.
5. Parents have the right to inspect and review the complete contents of their child's education record on an annual basis.
6. 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.
7. Parents, students, and school district employees have the right to submit complaints about possible breaches (e.g., unauthorized access to data) of student data or teacher or principal data related to APPR. Any such complaint from a parent, student, or teacher must be submitted, in writing, to the building Principal of the appropriate school. Any complaint from a Principal must be submitted in writing to the District Privacy Officer. The District's *Improper Disclosure of Data or Breach Incident Form* must be used to report a complaint.
8. Educational agencies shall comply with a request for access to records within a reasonable period, but not more than 45 calendar days after receipt of a request.
9. The District has entered into contracts with certain third party contractors who may 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. These vendors may be found in our district software database. The information in the database shall be considered a part of as well as a supplement to the Nanuet Privacy Bill of Rights for parent and students.

10. Agreements with third party contractors will ensure that the subcontractors, persons or entities that the third party contractor shares data with will abide by data protection and security requirements.

11. 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 Principal of the appropriate school.