

PARENTS BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

Pursuant to Section 2-c and 2-d of the Education Law, parents and students are entitled to certain protections regarding confidential student information. The District is committed to safeguarding personally identifiable information from unauthorized access or disclosure as set forth below:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes;
2. Parents have the right to inspect and review the complete contents of their child's education record;
3. The District is committed to implementing 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 when data is stored or transferred;
4. 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/2010-11/techInfo.html>

or by writing to:

Information & Reporting Services
Room 863 EBA
89 Washington Avenue
Albany, NY 12234
Phone: [\(518\) 474-7965](tel:5184747965)
FAX: [\(518\) 474-4351](tel:5184744351) and [\(518\) 402-5361](tel:5184025361)
E-mail: DATAQUEST@mail.nysed.gov

5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to:

Ms. Kim Fontana
Assistant Superintendent for Instruction
Pawling Central School District
515 Rt. 22
Pawling, NY 12564
(845) 855-4600 ext.2185
fontanak@pcsdny.org

6. 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. The following information about such contractors is available 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.
7. 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.
8. 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 Superintendent of Schools or his/her administrative designee:

Ms. Kim Fontana
Assistant Superintendent for Instruction
Pawling Central School District
515 Rt. 22
Pawling, NY 12564
(845) 855-4600 ext.2185
fontanak@pcsdny.org

Supplemental Information for Third-Party Contracts

In accordance with New York State Education Law Section 2-d, the **Port Chester City School District** hereby provides the supplemental information required for Third-Party Contractors, as defined by Section 2-d, who receive certain student, principal or teacher data.

[Please click here to view Software Privacy Database](#)

The supplemental information provided on the website is defined as follows:

- a. **Expiration** – the date when the agreement with the district expires.
- b. **Purpose** - the exclusive purposes for which the student, principal or teacher data will be used.
- c. **Protection** - how the product will ensure that the subcontractors, persons or entities that the third party product shares student, principal or teacher data with, if any, will abide by data protection and security requirements employed by the product.
- d. **Disposal** – if and how student, principal or teacher data is disposed after the expiration of the agreement with the district.
- e. **Correction** - if and how a parent, eligible student, teacher or principal may challenge the accuracy of the student, principal or teacher data that is collected.
- f. **Location** – where the student, principal or teacher 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.