

## **Parents' Bill of Rights for Data Privacy and Security**

In accordance with Section 2-d of the New York State Education Law, the Katonah-Lewisboro 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) Section 2-d of the New York State Education Law and the Family Educational Rights and Privacy Act ("FERPA") protect the confidentiality of personally identifiable information. Section 2-d and FERPA assure the confidentiality of records with respect to "third parties," and provide parents with the right to consent to disclosures of personally identifiable information contained in the child's education records. Exceptions to this include, but are not limited to, 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 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) Personally identifiable information includes, but is not limited to:
  - i. The student's name;
  - ii. The name of the student's parent or other family members;
  - iii. The address of the student or student's family;
  - iv. A personal identifier, such as the student's social security number, student number, or biometric record;
  - v. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
  - vi. 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
  - vii. 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 the District's policy on student records (Regulation 5500-R), parents have the right to inspect and review the complete contents of their child's education record.

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- (5) The District has safeguards in place to protect student data, including personally identifiable information stored or transferred by the District. These safeguards include but are not limited to: data center that is locked, alarmed and equipped with a security camera; intrusion detection and firewall protection through BOCES; password protection with periodic forced changes; anti-virus software with continuous updates; and centralized databases with advanced encryption standard. The District's Student Information System and other centralized databases employ advanced object-based security model that is both role- and function-based. System administrators assign rights, by group or individual, based on the tools and rights required by the roles or job functions. The District is committed to continuous systems audits and improvement of these safety protocols with industry standards and best practices, in accordance with under state and federal laws.
- (6) New York State, through the New York State Education Department, collects a number of student data elements for authorized uses. The District periodically uploads student data requested by the New York State Education Department to the State Data Warehouse. A complete list of all data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/sirs>.
- (7) Parents have the right to submit complaints about possible breaches of student data. Complaints should be directed to **Ms. Alice Cronin, Assistant Superintendent for Instruction, 60 N. Salem Road, Cross River, NY 10518; acronin@klschools.org**
- (8) The District has subscribed to the BOCES' Regional Data Privacy and Security Service. Under this service, all software being used in the District are being catalogued. When the District acquires new software or enters into a contract with third party contractors who may have access to student, teacher and or other staff data, the terms and conditions of such agreements are reviewed to determine and/or ensure the following:
  - The names of the third party contractors, the product, and the exclusive purpose(s) for which the student, teacher or principal data will be used;
  - The commencement and expiration dates of the contract;
  - A description of how the data will be disposed by the contractor when the contract is fulfilled; and
  - The data storage and security measures undertaken by the contractor
- (9) A parent, eligible student, teacher or principal may challenge the accuracy of the student, teacher or principal data that is collected by filing a written request with the Superintendent of Schools or his/her administrative designee through: **Ms. Alice Cronin, Assistant Superintendent for Instruction, 60 N. Salem Road, Cross River, NY 10518; acronin@klschools.org**