

## 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;

A complete list of all student data elements collected by the State is available for public review at the **New York State Education's website**

<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to:

Office of Information & Reporting Services  
New York State Education Department, Room 863 EBA  
89 Washington Avenue  
Albany, NY 12234

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

The Chief Privacy Officer  
New York State Education Department  
89 Washington Avenue  
Albany NY12234

or email to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov)

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 appears in an attachment 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.

Name of Contractor	Data Use	Contract Period	Data Disposal Plan	Data Security Plan
Finance Manager-Southern Westchester BOCES	Payroll, Accounts Payable, Accounting Human Resource and personnel assessment record	July 1, 2014-June 30, 2015	Pending	Pending
BOCES-Southern Westchester	Statewide Student Tracking	July 1, 2014-June 30, 2015	Pending	Pending
Orange/Ulster BOCES	Records Retention	July 1, 2014-June 30, 2015	See below Attachment C	See below Attachment C

## **"ATTACHMENT C"**

The OU BOCES has a PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY posted on our OUB website. Below is the link to read the document.

[?http://www.ouboces.org/CTE/ParentsBillofRights.pdf?](http://www.ouboces.org/CTE/ParentsBillofRights.pdf)

The OU BOCES Records Management Department works very closely with the NY State Archives and our Regional Advisory Officer Linda Bull to ensure that we follow the NY State Archives Digital Imaging Guidelines 2014.

[http://www.archives.nysed.gov/a/records/mr\\_erecords\\_imgguides.pdf](http://www.archives.nysed.gov/a/records/mr_erecords_imgguides.pdf)

We have confirmed with Linda Bull and her superiors that we are following the guidelines as published and we will continue to meet yearly to ensure the preservation and accessibility of these vital records.

Please let me know if you have any other questions.