

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Bethpage Public School District seeks to use current technology, including electronic storage, retrieval and analysis of information about students' educational experience in the district to enhance opportunities for learning and increase the efficiency of our operations. To communicate the legal requirements for protecting student, principal and teacher data as defined by New York State Education Law 2-D, the Bethpage Public School District has posted this Parents' Bill of Rights for Data Privacy and Security.

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 educational record. The procedure for exercising this right can be found in Student Records Policy, No. 5500.
3. State and federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices (including but not limited to encryption, firewalls and password protection) must be in place 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.nysed.gov/data-privacy-security/student-data-inventory>

This list may also be obtained by writing to :
Chief Privacy Officer
New York State Education Department
89 Washington Avenue
Albany, NY 12234

5. Parents have the right to have complaints addressed regarding possible breaches of student data.
 - a. Parents may make a written report of a possible breach of student data to the Assistant Superintendent for Instruction, 10 Cherry Avenue, Bethpage, NY 11714
 - b. Complaints may also be made in writing to the Chief Privacy Officer, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany NY 1223 or by submitting a form at:
<http://www.nysed.gov/data-privacy-security/report-improper-disclosure>
6. When Bethpage Public School District contracts with a third-party contractor who receives student, teacher, or principal data as defined by Education Law 2-d, the contract shall include the following 'supplemental' information:
 - a. The exclusive purposes for which the data will be used;

- b. How the third-party contractor will ensure that the subcontractors, persons or entities that the third party contractor will share the student, teacher, or principal data with, if any, will abide by data protection and security requirements;
- c. When the agreement expires and what happens to the student, teacher, and principal data upon expiration of the agreement;
- d. If and how a parent, student, eligible student, teacher, or principal can challenge the accuracy of the student, teacher, or principal data that is collected;
- e. Where the student, teacher, or principal data will be stored (described in such manner as to protect data security), and the security precautions taken to ensure that such data will be protected, including whether such data will be encrypted.

Parents and guardians are also directed to the NYSED's "Parents" Bill of Rights for Data Privacy and Security" available at:

<http://www.nysed.gov/data-privacy-security/bill-rights-data-privacy-and-security-parents-bill-rights>

References:

Education Law 2-d

Part 121.3 of Commissioner's Regulations

NYSED "Parent Bill of Rights for Data Privacy and Security"