

## **Sackets Harbor Central School District**

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

The Sackets Harbor Central School District Board of Education and Administration, as part of the NYS Common Core Implementation Reform Act, provides the following Parent/Guardian Bill of Rights for Student Data Privacy and Security:

1. Sackets Harbor Central School District will not allow a student's personally identifiable information (PII) to be sold or released by the District for any commercial purposes or marketing purposes;
2. Sackets Harbor Central School District Parents/Guardians have the right to inspect and review the complete contents of their child's education record including any student data stored or maintained by the District. The right of inspection is consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA). In addition to the right of inspection of the educational record, Education Law §2-d provides a specific right for parents to inspect or receive copies of any data in the student's educational record. NYSED will develop policies and procedures pertaining to this right sometime in the future;
3. Sackets Harbor Central School District adheres to New York State and federal laws that protect the confidentiality of personally identifiable information (PII), and safeguards are associated with industry standards and best practices, including, but not limited to, encryption, firewalls, and password protection, and are in place when data is stored or transferred;
4. Sackets Harbor Central School District provides the following link which provides a complete list of all student data elements collected by New York State for public review, both online and via regular mail:<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or parent/guardians may obtain a copy of the list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234;
5. Parents/Guardians have the right to have complaints about possible privacy breaches of student data by the District's third party contractors or their employees, officers, or assignees, or with NYSED. Complaints regarding student data breaches in regard to N.Y. Education Law §2-d (3)(B). Those can be directed to:

Jennifer L. Gaffney, Superintendent  
Sackets Harbor Central School District  
215 S. Broad Street  
P.O. Box 290  
Sackets Harbor, NY 13685  
(315) 646-3575  
[jgaffney@sacketspatriots.org](mailto:jgaffney@sacketspatriots.org)  
(Subject: Data Privacy and Security Complaint)

Complaints to NYSED should be directed in writing to:

Chief Privacy Officer  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234  
[privacy@nysed.gov](mailto:privacy@nysed.gov)

Parent's you may also utilize the following link: <https://www.nysed.gov/data-privacy-security/report-improper-disclosure>

6. Section 2-d of the New York State Education law requires that Sackets Harbor Central School District establish this Parents/Guardians Bill of Rights for Data Privacy and Security. For purposes of further ensuring confidentiality and security of student data, as well as the security of personally identifiable teacher or principal data, the Sackets Harbor Central School District Parents'/Guardians' Bill of Rights and the following supplemental information is included in each contract that the school district enters into with a third party contractor with access to this information:
  1. The exclusive purposes for which the student data, or teacher, or principal data will be used;
  2. How the third party contractor 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;
  3. When the agreement with the third party contractor expires and what happens to the student teacher or principal data upon the expiration of the agreement;
  4. If and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
  5. Where the student data or teacher or principal 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, including whether such data will be encrypted.

Links to the Supplemental Information about third party contracts can be found at:  
<https://sites.google.com/sacketspatriots.org/shcsd-edlaw2dcenter/home>