



NEWARK CENTRAL SCHOOL DISTRICT

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Every Student, Every Day

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Newark Central School District is committed to protecting the privacy and security of students' data and teacher and principal data. Parents and eligible students¹ can expect the following:

1. A student's Personally Identifiable Information (PII)² cannot be sold or released for any commercial purposes.
2. In accordance with FERPA, Section 2-d and Board Policy #7240 Student Records: Access and Challenge, parents have the right to inspect and review the complete contents of their child's education record stored or maintained by an educational agency.
3. State and federal laws³, such as NYS Education Law 2-d and the Family Educational Rights and Privacy Act, that protect the confidentiality of a student's PII 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 New York State is available for public review at the following website <http://www.nysed.gov/data-privacy-security> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.
5. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed.
(i) Complaints should be submitted to the EA, Mike Newman, at: [dpo@newarkcsd.org or 315-332-3260]. An [online form](#) is also available for this purpose (ii) Complaints may also be submitted to the NYS Education Department at www.nysed.gov/data-privacy-security/report-improper-disclosure, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474-0937.
6. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
7. Educational agency workers that handle PII will receive training on applicable state and federal laws, the educational agency's policies, and safeguards associated with industry standards and best practices that protect PII.
8. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

1 "Parent" means a parent, legal guardian, or person in parental relation to a student. These rights may not apply to parents of eligible students defined as a student eighteen years or older. "Eligible Student" means a student 18 years and older.

2 "Personally identifiable information," as applied to student data, means personally identifiable information as defined in section 99.3 of title thirty-four of the code of federal regulations implementing the family educational rights and privacy act, section twelve hundred thirty-two-g of title twenty of the United States code, and, as applied to teacher or principal data, means "personally identifying information" as such term is used in subdivision ten of section three thousand twelve-c of this chapter.

3 Information about other state and federal laws that protect student data such as the Children's Online Privacy Protection Act, the Protection of Pupil Rights Amendment, and NY's Personal Privacy Protection Law can be found at <http://www.nysed.gov/student-data-privacy/federal-laws-protect-student-data>.