

## ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

### PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Elmira Heights Central School District seeks to use current technology, including electronic storage, retrieval, and analysis of information about students' education experience in the district, to enhance the opportunities for learning and to increase the efficiency of our district and school operations.

The Elmira Heights Central School District seeks to ensure that parents have information about how the District stores, retrieves, and uses information about students, and to meet all legal requirements for maintaining the privacy and security of protected student data and protected principal and teacher data, including Section 2-d of the New York State Education Law.

The Elmira Heights Central School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with Section 2-d of the New York Education Law, the District wishes to inform the school community of the following:

- 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) 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.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
- 5) Parents have the right to have 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, New York 12234, or to the Chief Privacy Officer via email at: [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).

This bill of rights is subject to change and will be revised from time to time in accordance with regulations issued by the Commissioner of Education and guidance received from the State Education Department.

## APPENDIX TO PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

### Supplemental Information Regarding Third-Party Contractors

The Elmira Heights Central School District may permit certain third-party contractors to access “student data” and/or “teacher or principal data,” as those terms are defined by law. For purposes of further ensuring the confidentiality and security of student data, each contract the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data will include the following 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 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 expires and what happens to the student data or teacher or principal data upon 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.