

Hastings-on-Hudson Public Schools

Office of the Superintendent

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A National Blue Ribbon District of Excellence

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

In accordance with New York State Education Law Section 2-d, the Hastings-on-Hudson Public School District hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians.

- (1) New York State Education Law Section 2-d ("Section 2-d" and the Family Educational Rights and Privacy Act ("FERPA")) protect the confidentiality of personally identifiable information. Section 2-d and FERPA assures the confidentiality of records with respect to "third parties," and provides parents with the right to consent to disclosures of personally identifiable information contained in their child's education records. Exceptions to this include school employees, as determined by the Superintendent of Schools, officials and certain State and Federal officials who have a legitimate educational need to access such records. In addition, the District will, upon request of parents, or adult students, or if otherwise required by law, disclose student records to officials of another school district in which a student seeks to enroll.
- (2) A student's personally identifiable information cannot be sold or released for any commercial purposes;
- (3) Parents have the right to inspect and review the complete contents of their child's education record;
- (4) 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, must be in place when data is stored or transferred;
- (5) A complete list of all student data elements collected by the State is available for public review at (<http://www.p12.nysed.gov/irs/vendors/templates.html>) 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.

- (6) Parents have the right to submit complaints about possible breaches (e.g., unauthorized access to student data) of student data or teacher or principal APPR data. Any such complaint must be submitted, in writing, to the Office of the Superintendent of Schools, Hastings-on-Hudson U.F.S.D., 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706.
- (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, Hastings-on-Hudson U.F.S.D., 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706.