

PARENTS' BILL OF RIGHTS
FOR DATA PRIVACY AND SECURITY

The South Colonie Central School District Board of Education is committed to ensuring privacy in accordance with local, state, and federal regulations and District policies.

The Superintendent of Schools shall designate appropriate school employees to implement the following:

1. The District shall publish on its website a Parents' Bill of Rights for Data Privacy and Security. This document shall include every contract with the third party contractors who receive student data or teacher/principal data. This document shall state in clear and plain English terms that:
 - a. A student's personally identifiable information cannot be sold or released for any commercial purposes.
 - b. Parents have the right to inspect and review the complete contents of their child's education record.
 - c. State and Federal laws protect the confidentiality of personally identifiable information. 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.
 - d. A complete list of all student data elements collected by the State is available for public review at www.nysed.gov or by writing to New York State Education Department, 89 Washington Avenue, Albany, New York 12234.
 - e. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools via e-mail at superintendent@southcolonie.k12.ny.us, via phone at (518) 869-3576 or via mail to 102 Loralee Drive, Albany, New York 12205.
2. The Parents' Bill of Rights for Data Privacy and Security shall include supplemental information for each contract an educational agency enters into with a third party contract where the third party contractor received student data and/or teacher/principal data. Such supplemental information shall include:
 - a. The exclusive purposes for which the student data or teacher/principal 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 data and/or principal/ teacher data with, if any, will abide by data protection and security requirements.

- c. When the agreement expires and what happens to the student data and/or principal/teacher data upon expiration of the agreement.
- d. If and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher/principal data this is collected.
- e. Where the student data or teacher/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.

Reference: New York Education Law § 2-d(3)(a)

Adopted: November 4, 2014