

SALEM CENTRAL SCHOOL DISTRICT

PO Box 517

41 East Broadway

Salem, NY 12865

Phone: (518) 854-7855 Fax: (518)854-3957

David J. Glover, Ed. D.
Superintendent

The following is draft guidance for the Parents' Bill of Rights for Data Privacy and Security. More specific guidance may be found at: <http://www.nysed.gov/student-data-privacy/>. Current policies that guide District actions on data privacy and security for the Salem Central School District may be found in Policy 3320 – Confidentiality of Computerized Information and Policy 5672 – Information Security Breach and Notification. The State Education Department is in the process of developing regulations that are scheduled to be in effect July 2019.

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Salem Central School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with New York Education Law § 2-d, 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 about student data breaches should be directed to:

Dr. David J. Glover, Superintendent of Schools
Salem Central School District
PO Box 517
41 East Broadway
Salem, NY 12865
315-854-7855
dglover@salemcsd.org

Complaints to the State Education Department should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be directed to the Chief Privacy Officer via email at CPO@mail.nysed.gov.

Information on filing a report may be found at <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

Supplemental Information Regarding Third-Party Contractors

In the course of complying with its obligations under the law and providing educational services to District residents, the Salem Central School District has entered into agreements with certain third-party contractors. Pursuant to such agreements, third-party contractors may have access to "student data" and/or "teacher or principal data," as those terms are defined by law.

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 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 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.*

An overview of Education Law 2-D may be found at: <http://www.nysed.gov/student-data-privacy/student-data-privacy-public-forums>.