

Hartford Central School District: Parents' Bill of Rights for Data Privacy and Security

The Hartford Central School District is committed to ensuring student privacy in accordance with all local, state, federal regulations, and district policies. Therefore, in accordance with New York State Education Law, Section 2-d, the Hartford Central School District provides the following Parents' Bill of Rights for Data Privacy and Security:

- A student's personally identifiable information cannot be sold or released for any commercial purposes.
- In accordance with FERPA and Section 2-d of the New York State Education Law, parents have the right to inspect and review the complete contents of their child's education record;
- 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;
- A complete list of all student data elements collected by the State is available for public review at http://www.pl2.nysed.gov/irs/sirs/2011-12/2011-12SIRSGuidance/NEWER/2013-14SIRSMannual9-1_20131107.pdf or by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
- Parents have the right to submit complaints about possible breaches of student data. Any such complaint must be submitted, in writing, to: Andrew Cook, Superintendent of Schools, Hartford Central School District, 4704 State Route 149, Hartford, NY 12838 or 518-632-5222.
- Complaints to SED should be directed to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; the e-mail address is cpo@mail.nysed.gov. SED's complaint process is under development and will be established through regulations to be proposed by NYSED's Chief Privacy Officer, who has not yet been appointed.

Additional Student Data Privacy Information

This bill of rights is subject to change based on regulations of the commissioner of education and the SED chief privacy officer, as well as emerging guidance documents from SED. For example, these changes/additions will include requirements for districts to share information about third-party contractors that have access to student data, including:

- How the student, teacher or principal data will be used;
- How the third-party contractors (and any subcontractors/ others with access to the data) will abide by data protection and security requirements;
- What will happen to data when agreements with third-party contractors expire;
- If and how parents, eligible students, teachers or principals may challenge the accuracy of data that is collected; and
- Where data will be stored to ensure security and the security precautions taken to ensure the data is protected, including whether the data will be encrypted.