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Parents' Bill of Rights for Data Privacy and Security

Pursuant to New York State Education Law §2-d, parents, legal guardians and persons in parental relation to a student are entitled to certain rights with regard to their child's personally identifiable information (PII), as defined by Education Law §2-d. This document contains a plain English summary of such rights.

The Little Flower Union Free School District is committed to protecting the privacy and security of each and every student's data. Parents/guardians should be aware of the following rights they have concerning their child's data:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purposes.
- 2) Parents/guardians have the right to inspect and review the complete contents of their child's education record.
- 3) The confidentiality of a student's personally identifiable information, protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards, and practices that align with the National Institute of Standards and Technology (NIST) Cybersecurity Framework.
- 4) A complete list of all student data elements collected by the State Education Department is available for public review at: <http://www.nysed.gov/common/nysed/files/programs/student-data-privacy/collected-data-elements-1-17-2020.pdf>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
- 5) Parents/guardians have the right to file complaints about possible breaches of student data. Parents/guardians may submit a complaint regarding a potential breach by the District to Justine Samuelson, Data Protection Officer, Little Flower UFSD, 2460 North Wading River Road, Wading River, NY 11792. The District shall promptly acknowledge receipt of complaint(s) and commence an investigation into the complaint, taking all precautions to protect personally identifiable information (PII). The District shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint.
- 6) Parents may access the State Education Department's Parents' Bill of Rights at: http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights_1.pdf. The State Education Department's Chief Privacy Officer will develop additional elements for this Parents' Bill of Rights, which will be prescribed in Regulations of the Commissioner and updated by the agency accordingly. Complaints pertaining to the State Education Department or one of its third party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or emailed to CPO@mail.nysed.gov.
- 7) This document shall be updated accordingly as per NYSED regulation and LFUFSD Board Policy no. 5676, available on the District website on the Board of Education page.

Note: All vendors with access to Personally Identifiable Information are contracted through Eastern Suffolk BOCES, which maintains all required third party vendor contracts in compliance with Education Law §2-d. Contact our data protection officer for additional information.