

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

In accordance with the requirements of a new *Section 2-d* that was added to the New York Education Law in 2014, the Sullivan West Central School District provides the following Parents' Bill of Rights with respect to maintaining the privacy and security of student data:

- 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. Towards this end, the District has implemented the following safeguards to protect personally identifiable information about students, which is stored or transferred by the District, against unauthorized disclosure.
 - All databases that have student information are protected by a secure password and login. Logins are monitored, and passwords are kept up-to-date.
 - The District has CISCO firewall in place.
- 4) A complete list of all student data elements collected by the State shall be made available for public review online, and by mail, upon written request, when this list is provided by the State. In the meantime, information regarding data elements collected by the State Education Department (SED) is available online at:
<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>
- 5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to: Stephen A. Walker, School Superintendent; 33 Schoolhouse Road, Jeffersonville NY 12748; 845-482-4610; walkerste@swcsd.org.

This Bill of Rights will be included with every contract entered into by the District with an outside contractor if the contractor will receive student data or teacher or principal data. Each outside contractor receiving confidential student data or teacher or principal data will be required to provide information regarding: (1) the exclusive purpose(s) for which the data will be used; (2) how the contractor will ensure confidentiality; (3) what will happen to the data upon the expiration of the contract; (4) how the accuracy of the data collected can be challenged; and (5) how the data will be stored and what security protections will be taken.

Additional information is available on the New York State Education Department's website at:
<http://www.nysed.gov/common/nysed/files/programs/student-data-privacy/parents-bill-of-rights.pdf>