

## **WATERFORD-HALFMOON UNION FREE SCHOOL DISTRICT**

### Parents'/Guardians' Bill of Rights for Data Privacy and Security (revised 5/2020)

The Waterford-Halfmoon Union Free School District is committed to protecting the privacy and security of student, faculty, and staff data. In accordance with New York Education Law Section 2-D the District establishes the following Parents'/Guardians' Bill of Rights for Data Privacy and Security:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes. The term "student" refers to any person attending or seeking to enroll in the Waterford-Halfmoon Union Free School District; and the term "personally identifiable information (PII)" uses the definition provided in FERPA. Under FERPA, personally identifiable information of PII includes, but is not limited to:
  - Student's name
  - Name of the student's parent/guardian or other family members
  - Address of the student or student's family
  - A personal identifier - including but not limited to the student's social security number, student ID number, or biometric record
  - Other indirect identifiers such as the student's date of birth, place of birth, or mother's maiden name
  - Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
  - Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.
2. Parents/Guardians have the right to inspect and review the complete contents of their child's educational record.
3. State and federal laws protect the confidentiality of personally identifiable information, and the District safeguards that information with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection.
4. The New York State Education Department collects student data from school districts for authorized uses. A complete list of all student data elements is available for public review at:

<http://www.nysed.gov/common/nysed/files/programs/student-data-privacy/collected-data-elements.pdf>

5. Parents have the right to submit complaints about possible breaches or student data. Complaints or questions should be directed in writing to: Data Protection Officer, Waterford-Halfmoon Union Free School District, 125 Middletown Road, Waterford, NY 12188. Complaints to NYSED should be addressed to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234 - email address [cpo@mail.nysed.gov](mailto:cpo@mail.nysed.gov)
6. Parents will be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
7. Waterford-Halfmoon School District faculty and staff that handle PII will receive training on applicable state and federal laws, the educational agency's policies, and safeguards associated with industry standards and best practices that protect PII.
8. The Waterford-Halfmoon School District contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

**\*\*This Parents'/Guardians' Bill of Rights for Data Privacy and Security is subject to change based on regulations of the Commissioner of Education and the New York State Education Department Chief Privacy Officer.**