

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

Pursuant to Education Law Section 2-d, the Lynbrook Union Free School District ("District") hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security:

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, as defined under Education Law Section 2-d(d); 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 and Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234; and
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to Gerard Beleckas, Assistant Superintendent for Curriculum, Instruction, and Assessment, Lynbrook Union Free School District, 111 Atlantic Avenue, Lynbrook, New York 11563, 516-887-0255, email to gbeleckas@lynbrook.k12.ny.us or Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York, email to CPO@mail.nysed.gov.
6. Each contract the District enters into with a third party contractor where the third party contractor receives student data, or teacher or principal data, shall include the following supplemental information:
 - a. The exclusive purpose for which the student data, or teacher or principal data, will be used;
 - b. 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 the data protection and security requirements;
 - c. When the agreement expires and what happens to the student data or teacher or principal data upon expiration of the agreement;

- d. 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
 - e. 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.
7. The Parents' Bill of Rights shall be subject to change pursuant to direction from the New York State Education Department Chief Privacy Officer, and the Regulations of the Commissioner of Education.