

Parents' Bill of Rights for Student Data Privacy and Security

The Scarsdale Union Free School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student Personally Identifiable Information (PII) in Educational Records from unauthorized access or disclosure, in accordance with State and federal law. The Scarsdale Union Free School District establishes the following Parents' Bill of Rights:

- Student PII will be collected and disclosed only when necessary, in order to achieve educational purposes in accordance with State and federal law.
• Student PII cannot be sold or released for any marketing or commercial purposes by the District or any third-party contractor. The District and its employees will not sell student PII and will not release it for marketing or commercial purposes.
• Parents have the right to inspect and review the complete contents of their child's Education Record.
• State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act (FERPA), protect the confidentiality of student PII. 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 Education Department is available for public review at https://www.nysed.gov/data-privacy-security or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
• Parents have the right to report complaints about possible breaches and unauthorized disclosures of student data. Complaints should be directed in writing to the Superintendent of Schools at 2 Brewster Road, Scarsdale, NY 10583. Complaints can also be directed to the New York State Education Department online at https://www.nysed.gov/data-privacy-security/report-improper-disclosure, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or by email to privacy@nysed.gov, or by telephone at 518-474-0937.
• Parents have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their child's PII occurs.
• Parents can expect that educational agency workers who handle PII will receive annual training on applicable federal and State laws, regulations, educational agency's policies and safeguards that support industry standards and best practices to protect PII.
• In the event that the District engages a third-party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and federal laws to safeguard student PII. Parents can request information about third-party contractors in writing by contacting the Superintendent of Schools at 2 Brewster Road, Scarsdale, NY 10583 or can access the information on the district's website at www.scarsdaleschools.org.

Name _____ Date _____ Signature _____

Company _____ Product Name _____

By signing above, you agree to comply with the terms of the Scarsdale Union Free School District's Parents' Bill of Rights for Data Privacy and Security.