

**Scarsdale Union Free School District**  
**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 <http://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 <http://nysed.gov.data-privacy-security>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or by email to [privacy@mail.nysed.gov](mailto:privacy@mail.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](http://www.scarsdaleschools.org).