

## **PARENTS' BILL OF RIGHTS FOR STUDENT**

### **DATA PRIVACY AND SECURITY**

The Northern Adirondack Central 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 Northern Adirondack Central School District establishes the following parental bill of rights:

- Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- The district and its schools, and third-party contractors and subcontractors, will not sell student PII or use or disclose it for any marketing or commercial purposes or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so;
- Parents have the right to inspect and review the complete contents of their child's education record (for more information about how to exercise this right, see 5500-R);
- State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' personally identifiable information. 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/student-data-inventory> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234
- Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to (Data Protection

Officer, Michael Loughman 518-594-3962 [mloughman@nacs1.org](mailto:mloughman@nacs1.org) Northern Adirondack Central School PO Box 164 Ellenburg Depot, NY 12935. Complaints can also be directed to the New York State Education Department online at <http://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](mailto:privacy@nysed.gov) or by telephone at 518-474-0937.

- Parents have the right to be notified in accordance ~~to~~ with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
- All district and school employees and officers with access to PII will receive annual training on applicable federal and state laws, regulations, district and school policies and safeguards which will be in alignment with 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 by contacting Michael Loughman 518-594-3962 [mloughman@nacs1.org](mailto:mloughman@nacs1.org) Northern Adirondack Central School PO Box 164 Ellenburg Depot, NY 12935. or can access the information on the district's website [www.nacs1.org](http://www.nacs1.org)

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**THIRD PARTY CONTRACTOR SUPPLEMENT**

The Northeast Regional Information Center has been engaged by the Northern Adirondack Central School District to provide services. In this capacity, the company may collect, process, manage, store or analyze student or teacher/principal personally identifiable information (PII).

The Northeast Regional Information Center will provide the district with technology support for the following programs; Schooltool, Cleartrack, Nurto- Kids, and Google Platform.

The Northeast Regional Information Center will ensure that subcontractors or others that the company shares PII will abide by data protection and security requirements of district policy, and state and federal law and regulations by \

PII will be stored district servers.

Parents may challenge the accuracy of PII held by Northeast Regional Information Center by contacting Michael Loughman 518-594-3962 [mloughman@nacs1.org](mailto:mloughman@nacs1.org) Northern Adirondack Central School PO Box 164 Ellenburg Depot, NY 12935.

The NERIC will take reasonable measures to ensure the confidentiality of PII by implementing the following:

- Password protections
- Administrative procedures
- Encryption while PII is in motion and at rest
- Firewalls

The contractor's agreement with the district begins on July 2021 and ends on June 2022. Once the contractor has completed its service to the district, records containing student PII will be automaticity renew on annually until terminated.