

Parents' Bill of Rights for Data Privacy and Security

Pursuant to Education Law section 2-d, Wayland-Cohocton Central School District is required to publish, on their website, a parents' bill of rights for data privacy and security and to include such information with every contract a school district enters into with a third party contractor where the third party contractor receives student data, or teacher or principal data. The following is Wayland-Cohocton Central School District's bill of rights for data privacy and security:

1. A student's personally identifiable information (PII) cannot be sold or released by the Wayland-Cohocton Central School District for any commercial or marketing purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record including any student data stored or maintained by the District/BOCES. This right of inspection is consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA).
3. State and federal laws protect the confidentiality of personally identifiable information (PII), 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 you may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to file complaints with the District/BOCES about possible privacy breaches of student data by the District's/BOCES' third party contractors or their employees, officers, or assignees, or with NYSED. Complaints regarding student data breaches should be submitted online via this [web form](#). The form will be submitted to Eileen Feinman, Superintendent, Wayland-Cohocton Central School District, and Frederick Grambs, Data Protection Officer, Wayland-Cohocton Central School District. Complaints to NYSED should be directed on the web at <http://www.nysed.gov/data-privacy-security/report-improper-disclosure> or in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov.

Supplemental Information Regarding Third-Party Contractors

For purposes of further ensuring confidentiality and security of student data, or teacher or principal data, the following supplemental information must be included in each contract that a school district or BOCES enters into with a third-party contractor:

1. the exclusive purposes for which the student data, or teacher or principal data, will be used;
2. 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 data protection and security requirements;
3. when the agreement with the third party contractor expires and what happens to the student data or teacher or principal data upon expiration of the agreement;

4. 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
5. 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.
6. Address how the data will be protected using encryption while in motion and at rest.

To receive a list of software and website vendors please contact [Frederick Grambs](#), Data Protection Officer. For safety and security measures, we do not post this information publically.

Accordingly, this Bill of Rights will be revised from time to time in accordance with further guidance received from the Chief Privacy Officer, the Commissioner of Education and NYSED.