

**Islip Union Free School District**  
**215 Main Street**  
**Islip, New York 11751**

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**\*Parents' Bill of Rights for Student Data Privacy and Security**

The Islip 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 Islip Union Free School District establishes the following parental bill of rights:

1. Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal law.
2. Parents have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
3. 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.
4. 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).
5. State and Federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of student's 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. Third party contractors are required to employ technology, safeguards and practices that align with the National Institute of Standards and Technology Cybersecurity Framework.
6. A complete list of all student data elements collected by the State Education Department is available for public review at: [http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed\\_0.pdf](http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed_0.pdf) or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
7. 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.
8. Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints regarding a potential breach or unauthorized access should be directed to Mr. Chad Walerstein, Director of Technology, Innovation, and Information Systems, 631-650-4615; [cwalerstein@islipufsd.org](mailto:cwalerstein@islipufsd.org); 2508 Union Boulevard, Islip, New York 11751. The School District shall promptly acknowledge any complaints received and commence an investigation into the complaint, while taking the necessary precautions to protect personally identifiable information (PII). The School District shall provide a response

detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. 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@nysed.gov](mailto:privacy@nysed.gov) or by telephone at 518-474-0397.

9. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify the School District within seven (7) days of discovery of the breach or unauthorized disclosure.
10. 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. Furthermore, if the District enters into a contract with a third party in which student, teacher, or principal data is shared with the third party, supplemental information for each such contract will be appended to this Parents' Bill of Rights.
11. Parents can request information about third party contractors by contacting Mr. Chad Walerstein, Director of Technology, Innovation, and Information Systems, 631-650-4615; [cwalerstein@ilsipufsd.org](mailto:cwalerstein@ilsipufsd.org); 2508 Union Boulevard, Islip, New York 11751 or can access the information on the District's website ([www.islipufsd.org](http://www.islipufsd.org)).
12. Parents may access the State Education Department's Parents' Bill of Rights at: [http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents\\_bill-of-rights\\_2.pdf](http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents_bill-of-rights_2.pdf)

Acknowledged by: \_\_\_\_\_

Organization

Signature

Date

*\*PLEASE NOTE: In this document, "Parent" means parent, guardian, or person in parental relation to a student.*

**PARENT BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY  
THIRD PART CONTRACTOR SUPPLEMENT**

*As per the Agreement between the undersigned and the Islip Union Free School District, this plan must be completed by the Service Provider within 10 days of execution of the Agreement.*

**1. Exclusive Purposes for Data Use**

- a. Please list the exclusive purposes for which the student data [or teacher or principal data] will be used by the service provider include.

Initial \_\_\_\_\_

**2. Data Accuracy/Correction Practices**

- a. Parent [student, eligible student, teacher or principal] may challenge the accuracy of the data by...

Initial \_\_\_\_\_

**3. Subcontractor Oversight Details**

- a. This contract has subcontractors: Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Describe how the contractor will ensure subcontractors abide by data protection and security requirements, including but not limited to those outlined in applicable state and federal laws and regulations:

Initial \_\_\_\_\_

**4. Security Practices**

- a. Where is the data stored? (described in such a manner as to protect data security)

\_\_\_\_\_

- b. The security protection practices taken to ensure data will be protected include:

**5. Contract Lifecycle Practices**

- a. The agreement expires \_\_\_\_\_

- b. When the agreement expires,

- i. How long is the student data [or teacher or principal data] retained?

\_\_\_\_\_

- ii. How is the student data disposed? \_\_\_\_\_

**6. Encryption Practices**

- a. Data encryption is applied in accordance with Education Law 2-d 5(f)(5)

Yes \_\_\_\_\_ No \_\_\_\_\_

Initial \_\_\_\_\_

**7. Training Practices**

- a. Annual training on federal and state law governing confidentiality is provided for all officers, employees, or assignees who have access to student [or teacher or principal data]

Yes \_\_\_\_\_ No \_\_\_\_\_

Initial \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Return to: Nancy Belcher, NBelcher@IslipUFSD.org