

PRATTSBURGH CENTRAL SCHOOL DISTRICT

C/o Data Protection Officer
1 Academy Street, Prattsburgh, NY 14873

UNAUTHORIZED DISCLOSURE COMPLAINT FORM

Parents, eligible students (must be at least 18 years of age), principles, teachers and employees of an education agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principle data. Fill out the form entirely so we can discuss how to best communicate this process to district stakeholders. Return form to address listed above.

CONTACT INFORMATION

| | |
|-------------------------------|--------------------------------|
| First Name: | Last Name: |
| Phone Number: | Email: |
| Role/Relationship to Student: | District/Building Affiliation: |

POSSIBLE IMPROPER DISCLOSURE OR BREACH INFORMATION

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|---|
| Description of Event(s): |
| Description of Possible Disclosed Data: |
| Description of How Reporter Learned of Possible Disclosure: |

FOR DISTRICT USE ONLY

| | |
|------------------------------|--|
| Date Received: | Staff Member Responsible for Investigation: |
| Findings Communication Date: | Signature to Confirm Investigation Complete: |