

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

Pursuant to Education Law §2-d, each school district is required to publish a Parents' Bill of Rights on their website and include the Bill of Rights in every contract into which the District "enters with a third party contractor where the third party contractor receives student data or teacher or principal data."

Below find a summary of the Parents' Bill of Rights.

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record maintained by the West Islip Union Free School District.
3. State and federal laws protect the confidentiality of 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.
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 a copy may be obtained by writing to:

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 have complaints about possible breaches of student data addressed. Complaints should be directed to:

Lisa DiSibio, *District Data Coordinator*
West Islip UFSD
100 Sherman Avenue
West Islip, New York, 11795
631-930-1583
l.disibio@wi.k12.ny.us

6. "Supplemental information" for each contract into which the District enters with a third party who receives student data or teacher or principal data shall:
 - a. state the exclusive purposes for which the student data or teacher or principal data will be used;
 - b. specify 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;

- c. stipulate when the agreement expires and what will happen to the student data or teacher or principal data upon expiration of the agreement;
- d. include 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
- e. state where the student data or teacher or principal data will be stored and the security protections taken to ensure such data will be protected.

This Bill of Rights is subject to change based on regulations of the Commissioner of Education and the New York State Education Department's Chief Privacy Officer, as well as emerging guidance documents.