

## PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

State and Federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, to be in place when data is stored or transferred.

New Lebanon Central School District has adopted various policies to help ensure that personally identifiable information (“PII”) of students and staff is protected; that parents/guardians and eligible students have access to their student records for inspection and review; and processes to identify and correct possible breaches of data security.

New Lebanon CSD Board policies are available in the district office located at 14665 Route 22, New Lebanon, NY 12125.

Parents are directed to the following particular policies relating to data privacy and security relating to student records and PII. These policies are:

3320 Confidentiality of Computerized Information

7243 Student Records

7250 Student Privacy, Parent Access to Student Information

7243 Military Recruiters Access to Secondary School Students and Information on Students

Parents/guardians and eligible students have the right to review their student records, including student data maintained by New Lebanon CSD for the student, in accordance with the Family Educational Rights and Privacy Act and Policy 3-106. Inquiries regarding access to student records should be made to the building principal or program administrator.

A complete list of all student data elements collected by the State is available for public review at the NYS Education Department or by writing to the Chief Privacy Officer at the NYS Education Department. A student's PII cannot be sold or released by New Lebanon CSD for any commercial purposes.

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

New Lebanon CSD Superintendent

14665 Route 22

New Lebanon, NY 12125

518 794-7600

***This bill of rights is subject to change based upon regulations of the Commissioner of Education and the NYSED Chief Privacy Officer.***