

New Lebanon CSD Unauthorized Data Disclosure/Data Breach Complaint Form

Parents/guardians, eligible students (students who are at least 18 years of age or attending a post-secondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principal data by filling out and submitting this form.

The New Lebanon Central School District Data Privacy Officer will review the complaint. After the review is completed, you will receive an email informing you of any action(s) taken as a result of your complaint.

1. Name: _____

2. Phone number: _____

3. Email address: _____

4. Role as the person making the complaint:

- Parent/Guardian
- Student
- Eligible Student
- New Lebanon CSD Employee
- Other: _____

5. Date of unauthorized disclosure/data breach: _____

6. Name(s) of affected: _____

7. Describe what Personally Identifiable Information (PII) was disclosed:

IMPORTANT: Please do not reference any actual PI/ that may have been disclosed. Please only describe in general terms the type of PI/ (such as "the student's social security number" or "the student's birth date"? that may have been disclosed.

8. How was the Personally Identifiable Information disclosed?

9. How did you learn of the disclosure/breach?

10. Names and contact information of any additional individuals who may be able to provide supporting information:

11. Describe any previous contact you had with a school official(s) to discuss or attempt to resolve this matter:

12. Additional information you feel is necessary to complete your complaint:
