

**HAUPPAUGE UNION FREE SCHOOL DISTRICT
PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY
Summary of Rights and Information for Parents and Students**

The Hauppauge Union Free School District is committed to ensuring the privacy of student personally identifiable information and recognizes that parents (including legal guardians or persons in parental relationships) and eligible students (students 18 years of age and older) are entitled to certain rights with regard to a student's personally identifiable information. To this end, the District is providing the following Parent's Bill of Rights for Data Privacy and Security:

1. A student's personally identifiable information ("PII") cannot be sold or released for any commercial purposes. PII, as defined by Education Law § 2-d and the Family Educational Rights and Privacy Act ("FERPA"), includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR § 99.3 for a more complete definition.
2. Parents and/or eligible students have the right to inspect and review the complete contents of the student's education records stored or maintained by the District. This right may not apply to parents of an eligible student.
3. State and federal laws such as New York Education Law § 2-d, the Commissioner of Education's Regulations at 8 NYCRR Part 121, FERPA, the Children's Online Privacy Protection Act, the Protection of Pupil Rights Amendment, and the Individuals with Disabilities Education Act protect the confidentiality of a student's PII.
4. 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.
5. A complete list of all student data elements collected by the State is available for public review at www.nysed.gov/data-privacy-security/student-data-inventory and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
6. Parents have the right to have complaints about possible breaches and unauthorized disclosures of PII addressed.
 - a. Complaints should be submitted to the District at: Dr. Tim McCarthy, District Data Protection Officer, Hauppauge UFSD, P.O. Box 6006, Hauppauge, New York 11788, mccarthyt@hauppauge.k12.ny.us, 631-761-8202.
 - b. Complaints may also be submitted to the New York State Education Department at: www.nysed.gov/data-privacy-security/report-improper-disclosure or by contacting

the State's Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234, privacy@nysed.gov, 518-474-0937.

7. District contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements and will include supplemental information that provides:
 - a. The exclusive purposes for which student data or teacher or principal data will be used;
 - b. How the third party contractor will ensure that the subcontractors, persons or entities that the vendor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
 - c. When the agreement expires and what happens to student data or teacher or principal data upon expiration of the agreement;
 - d. 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. Where the student data or teacher or principal data will be stored and the security protections taken to ensure such data will be protected, including how such data will be encrypted.
8. Parents and/or eligible students have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
9. District workers who handle PII will receive annual training on applicable federal and State laws, regulations, policies and safeguards which will be in alignment with industry standards and best practices to protect PII.