

Plainedge Union Free School District
241 Wyngate Drive
North Massapequa, New York 11758

Parents' Bill of Rights for Data Privacy and Security

The Plainedge Union Free School District is committed to protecting the privacy and security of each and every student's data. Parents should be aware of the following rights they have concerning their child's data:

1. A student's personally identifiable information will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
2. A student's personally identifiable information cannot be sold or released for any commercial purposes or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
3. Parents have the right to inspect and review the complete contents of their child's education record.
4. The confidentiality of a student's personally identifiable information is protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards and practices that align with the National Institute of Standards and Technology Cybersecurity Framework.
5. A complete list of all student data elements collected by the State Education Department is available for public review at: <http://www.nysed.gov/data-privacy-security/student-data-inventory> or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
6. Parents have the right to file complaints about possible breaches of student data. Parents may submit a complaint regarding a potential breach by the District to Dr. Guy J. Le Vaillant, Deputy Superintendent, Office of Human Resources and Instructional Technology, 241 Wyngate Drive, North Massapequa, NY 11758. The School District shall promptly acknowledge any complaints received and commence an investigation into the complaint, while taking the necessary precautions to protect personally identifiable information. The School District shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. Complaints can also be directed to the New York State Education Department online at <http://nysed.gov/data-privacy-security/report-improper-disclosure>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or email to privacy@nysed.gov or by telephone at 518-474-0937.
7. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify the School District within seven (7) days of discovery of the breach or unauthorized disclosure.
8. In the event that the district engages in a third party provider to deliver student educational services, the contractor or sub-contractors will be obligated to adhere to State and Federal Laws to safeguard student personally identifiable information. Parents can request information about third party contracts by contacting Dr. Guy J. Le Vaillant, Deputy Superintendent, Office of Human Resources and Instructional Technology, 241 Wyngate Drive, North Massapequa, NY 11758 or can access the information on the district's website at www.plainedgeschools.org.
9. Parents may access the State Education Department's Parents' Bill of Rights at: <http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents>