

Parents' Bill of Rights for Data Privacy and Security

Duanesburg Central School District is committed to ensuring student privacy in accordance with local, state and federal regulations and district policies. In accordance with New York State Education Law Section 2-d, the Duanesburg Central School District provides the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians.



1. A student's personally identifiable information cannot be sold or released for any commercial or marketing purposes.
2. In accordance with FERPA and Section 2-d of the New York State Education Law, parents have the right to inspect and review the complete contents of their child's education record;
3. 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, 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/> or by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov. The complaint process is under development and will be established through regulations to be proposed by NYSED's Chief Privacy Officer, who has not yet been appointed.
5. Parents have the right to submit complaints about possible breaches of student data. Any such complaint must be submitted, in writing, to: Jeff Rivenburg, Coordinator of Educational Technology & Chief Information Officer, Duanesburg Central School District, 133 School Drive, Delanson, NY 12053; (518) 895-3000, ext. 321; e-mail jrivenburg@duanesburg.org.

Additional student data privacy information

This bill of rights is subject to change based on regulations of the commissioner of education and the SED chief privacy officer, as well as emerging guidance documents from SED. For example, these changes/additions will include requirements for districts to share information about third-party contractors that have access to student data, including:

- How the student, teacher or principal data will be used;
- How the third-party contractors (and any subcontractors/ others with access to the data) will abide by data protection and security requirements;
- What will happen to data when agreements with third-party contractors expire;
- If and how parents, eligible students, teachers or principals may challenge the accuracy of data that is collected; and
- Where data will be stored to ensure security and the security precautions taken to ensure the data is protected, including whether the data will be encrypted.

More information

If you would like more information, please contact Christine Crowley, Superintendent, Duanesburg Central School District, 133 School Drive, Delanson, NY 12053; (518) 895-2279, ext. 241; e-mail ccrowley@duanesburg.org. More information is also available on the following websites:

- [New York State Department of Education guidance document issued on July 29, 2014 \(PDF\)](#)
- [U.S. Department of Education press release: Guidance for Schools Issued on How to Keep Parents Better Informed on the Data They Collect on Students \(PDF\)](#)
- [Privacy Technical Assistance Center \(PTAC\)](#): newly established one-stop resource for education stakeholders to learn about data privacy.