

Adirondack Central School District
Parents' Bill of Rights for Data Privacy and Security

The Adirondack Central School District seeks to ensure that parents have information about how the District stores, retrieves, and uses information about students, and to meet all legal requirements for maintaining the privacy and security of protected student data and protected principal and teacher data, including Section 2-d of the New York State Education Law.

Parents of Adirondack Central School District are assured of the following:

1. A student's personally identifiable information cannot be sold or released by the District/BOCES for any commercial or marketing purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record. The procedures for exercising this right can be found in Board Policy 3310: Public Access to Records.
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
<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>
or parents may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.

Supplemental Information about Third Party Contracts

The following information will be included in each contract that the Adirondack Central School District enters into with a third-party contractor with access to this information:

1. the exclusive purposes for which the data will be used;
2. how the contractor will ensure that any subcontractors it uses will abide by data protection and security requirements;
3. when the agreement with the third party contractor expires and what happens to the student data or teacher or principal data upon expiration of the agreement;
4. if and how an affected party can challenge the accuracy of the data that is collected;
5. where the student data or teacher or principal data will be stored and the security protections taken to ensure the data will be protected, including whether the data will be encrypted.