PARENTS' BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY

Western Suffolk BOCES, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. Western Suffolk BOCES establishes the following parental bill of rights:

Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.

A student's personally identifiable information cannot be sold or released for any marketing or commercial purposes by the district or any a third-party contractor. The district will not sell student personally identifiable information and will not release it for marketing or ab   and review record (for more information about how t

State and federal laws, such as NYS E

89 Washington Avenue, Albany, NY 12234

Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to Mr. Russ Dickson, Director of Technology, Western Suffolk BOCES, 31 Lee Avenue, Wheatley Heights, NY 11798 or via email to rdickson@wsboces.org or telephone at 631-595-6800. Complaints can also be directed to the New York State Education Department online at http://nysed.gov/data-privacy-security, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to privacy@nysed.gov or by telephone at 518-474-0937.

Parents have the right to be notified in accordance to applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.

Parents can expect that educational agency workers who handle PII will receive annual training on applicable federal and state laws, regulations, educational agency's policies and safeguards which will be in alignment with industry standards and best practices to protect PII

In the event that the District engages a third-party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student PII. Parents can request information about third party contractors by contacting Mr. Russ Dickson, Director of Technology, Western Suffolk BOCES, 31 Lee Avenue, Wheatley Heights, NY 11798 or via email to rdickson@wsboces.org or $

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THIRD PARTY CONTRACTOR SUPPLEMENT

The (*insert name of contractor*) has been engaged by Western Suffolk BOCES to provide services. In this capacity, the company may collect, process, manage, store or analyze student or teacher/principal personally identifiable information (PII).

The (*insert name of contractor*) will provide the district with (*describe specific purpose for which the PII will be used*).

The (*insert the name of contractor*) will ensure that subcontractors or others that the company shares PII will abide by data protection and security requirements of district policy, and state and federal law and regulations by (*describe methods/procedures to safeguard data use by subcontractors*).

PII will be stored (*describe the location in a manner that protects data security*).

Parents may challenge the accuracy of PII held by (*insert name of contractor*) by contacting (*insert contact information, including title, phone number, mailing address and email address*).

The (*insert name of contractor*) will take reasonable measures to ensure the confidentiality of PII by implementing the following (*describe the following, as applicable*):

> Password protections
> Administrative procedures
> Encryption while PII is in motion and at rest
> Firewalls

The contractor's agreement with the district begins on (*insert date*) and ends on (*insert date*). Once the contractor has completed its service to the district, records containing student PII will be (*select one*: destroyed or returned) by (*insert date*) via the following (insert method if destroyed or format if returned).

Adopted: April 13, 2021