

# Lancaster Central School District

## Parents' Bill of Rights for Data Privacy and Security

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The Lancaster Central School District is committed to protecting the privacy and security of student data and teacher and principal data. In recognition of the risk of identity theft and unwarranted invasion of privacy, the District affirms its commitment to safeguarding personally identifiable information (PII) in education records from unauthorized access or disclosure in accordance with state and federal laws. In promoting that objective, the Lancaster Central School District in accordance with New York Education Law Section 2-d and its implementing regulations, establishes this Parents' Bill of Rights for Data Privacy and Security:

- 1) A student's personally identifiable information (PII) shall not be sold or released for any marketing or commercial purposes.
- 2) Parents (and eligible students) have the right to inspect and review the complete contents of their child's education record in accordance with District policy setting forth procedures to inspect and review such education records.
- 3) State and federal laws, such as New York Education Law Section 2-d and the federal Family Educational Rights and Privacy Act (FERPA), protect the confidentiality of personally identifiable information. Safeguards associated with industry standards and best practices will be used by the District including, but not limited to, encryption, firewalls, and password protection that must be in place when data is stored or transferred.
- 4) A complete list of all student data elements collected by New York State is available for public review at the following website: <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234.
- 5) Parents have the right to submit complaints about possible breaches of student data. Complaints must be submitted in writing to the District's designated Data Protection Officer (DPO) at 177 Central Avenue, Lancaster, NY 14086. Additionally, parents have the right to file complaints about possible breaches of student data with the New York State Education Department. Such complaints should be addressed to: Chief Privacy Officer (CPO), New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or by e-mail to [privacy@mail.nysed.gov](mailto:privacy@mail.nysed.gov).
- 6) Parents have the right to be notified in accordance to applicable laws, regulations, and District policy if a breach or unauthorized release of their student's PII occurs.

- 7) Parents can expect that District staff and workers who handle PII will receive annual training on applicable federal and state laws and regulations and District policy on data privacy and security aligned with industry standards and best practices.
- 8) In the event that the District engages a third-party provider to deliver student educational services, the contractor and their subcontractors if applicable, will be obligated to adhere to state and federal laws and regulations and District policy to safeguard student PII. The District has developed a bill of rights that includes supplemental information for each contract the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data.

The contractor acknowledges that they have read this document and understand the terms and conditions contained herein. The document is incorporated as part of the Data Privacy Agreement (DPA) and/or Data Security and Privacy Standards Addendum with the Lancaster Central School District.

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## Parents' Bill of Rights for Data Privacy and Security: Supplemental Information Regarding Third-Party Contractors

In the course of complying with its obligations under the law and providing educational services to District residents, the Lancaster Central School District has entered into agreements with certain third-party contractors. Pursuant to these agreements, third-party contractors may have access to "student data" and/or "teacher or principal data," as those terms are defined by law and regulation.

For each contract or other written agreement that the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data, the District will secure an additional bill of rights from each contractor that will include supplemental information including, but not limited to, the following:

- 1) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- 2) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- 3) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- 4) 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;
- 5) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and,
- 6) Address how the data will be protected using encryption while in motion and at rest.

[Please click here for a list of software that the district utilizes and their privacy policies](#)