

**SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT**  
**Parents' Bill of Rights Regarding Data Privacy and Security**

Parents and guardians of students attending or seeking to enroll in the Sewanhaka Central High School District are advised that they have the following rights with regard to student data under New York State Education Law.

1. Student data will not be released or sold by the District for commercial purposes.
2. A parent or guardian has the right to inspect and review the complete contents of his or her child's education record.
3. State and Federal law protect the confidentiality of "personally identifiable information." "Personally identifiable information is defined by the Family Educational Rights and Privacy Act ("FERPA"). Board Policy 5591 details the rights of a parent or eligible student to review a student's school record. The District utilizes safeguards associated with industry standards and best practices, including but not limited to, standard firewall, encryption, and password protection methods as safeguards to protect personal identifiable information.
4. A list of all student data elements collected by New York State is available for public review at [http://www.p12.nysed.gov/irs/data\\_collection.html](http://www.p12.nysed.gov/irs/data_collection.html) or by writing to:  
Office of Information & Reporting Services  
Room 863 EBA  
89 Washington Avenue  
Albany, NY 12234
5. Parents and guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be addressed to:  
Christopher Nelson  
Director of Student Achievement and Instructional Technology  
77 Landau Avenue  
Floral Park, NY 11001  
(516) 488-9816  
Email: [cnelson2@sewanhaka.k12.ny.us](mailto:cnelson2@sewanhaka.k12.ny.us)

Or with NYSED

Chief Privacy Officer  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234  
Email: [COP@mail.nysed.gov](mailto:COP@mail.nysed.gov)

[\(The Complaint process is under development and will be established through regulations to be proposed by NYSED's Chief Privacy Officer, who has not yet been appointed as of 7/29/14\)](#)

This Bill of Rights will be included with every contract entered into by the District with an outside contractor if the contractor will receive student data or teacher or principal data. This Bill of Rights will be supplemented to include information about each contract that the District enters into with an outside contractor receiving confidential student data or teacher or principal data, including the exclusive purpose (s) for which the data will be used, how the contractor will ensure confidentiality and data protection and security requirements, the date of expiration of the contract and what happens to the data upon the expiration of the contract, if and how the accuracy of the data collected can be challenged, where the data will be stored and the security protections that will be taken.