

**Red Creek/NYSED CHIEF PRIVACY OFFICER'S
SECURITY/PRIVACY BREACH REPORTING FORM
Pursuant to NY Student Data Privacy Law - Education Law §2-d**

Name and Address of Entity that owns the data that was subject to the breach/unauthorized release:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Name of Reporting Entity, if different from above by: Name: _____ Title: _____

_____ Date: _____

Name of entity you represent: _____

Telephone #: _____ Email: _____

Relationship to Entity whose information was compromised (if different): _____

Type of Organization (please select one): [] School District; [] BOCES/RIC;

[] Other: _____ (specify).

Number of Data Subjects Affected:

Total: _____

Dates: Breach Occurred: _____ Breach Discovered: _____ Notification (if made): _____

Description of Breach (please select all that apply):

[] Loss or theft of device or media (e.g., computer, laptop, external hard drive, thumb drive, CD, tape);

[] Internal system breach; [] Insider wrongdoing; [] External system breach (e.g., hacking);

[] Inadvertent disclosure ; [] Other specify: _____

Information Affected: (please select all that apply):

[] Student Name (how many): _____

[] Student Social Security Number (how many): _____

[] Student/NYSIS ID(how many): _____

[] Student Grades (how many): _____

[] Teacher/Principal APPR Data(how many): _____

[] Other Personally Identifiable Information (specify): _____ (how many): _____

Manner of Notification to Affected Persons

[] Written [] Electronic [] Telephone [] Substitute notice

Additional Information: