

Incident Reporting Form- Unauthorized Disclosure of Data

Parents, legal guardians, students 18 or older, principals, teachers, and employees of an educational agency may file a report about a possible breach or improper disclosure of student data or protected teach or principal data.

To submit a compliant, this form must be completed and submitted to the Office of the Data Protection Officer.

Email: dpo@bscsd.org

Mail: Attn: DPO, District Office, 70 Malta Avenue, Ballston Spa, NY 12020

Person Filing Compliant			
It is important the District be able to contact this person to ask clarifying questions and report back results of the investigation.			
Name:		Date:	
Email:		Phone #:	
Relationship to Student:			

Description of Data Disclosure or Breach Incident	
Description of Events: <i>(When & Where)</i>	
Description of Disclosed Data: <i>(What & Whose Data)</i>	
Description of the How the Event was Discovered:	

District Use Only			
Staff Member Investigating:			
Date Received:		Findings Communication Date:	
Completion Date:		Signature:	