

Canandaigua City School District

143 North Pearl Street Canandaigua, NY 14424

585-396-3700

www.canandaiguaschools.org

Data Privacy Complaint Form

Parents, legal guardians, eligible students (students who are at least 18 years of age), principals, teachers, and employees of an educational agency may file a complaint about a possible data breach or improper disclosure of student data and/or protected teacher or principal data.

Completed forms may be submitted by email to the Data Protection Officer, Dan Bowman at bowmand@canandaiguaschools.org or forms may be delivered to the District Office (143 North Pearl Street Canandaigua, NY 14424).

Dan Bowman, or assigned designee, will contact the complainant by phone or email to review the complaint, and initiate an investigation.

Name: _____
First *Last*

Email Address: _____ **Phone Number:** _____

Relationship to Staff or Student:

- CCSD Staff Member
- Parent/Guardian of Student
- CCSD Student

Date that Potential Violation occurred: _____

Description of Improper Disclosure or Breach and Compromised Data: _____

Additional Comment: _____

Signature

Date