

**PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**  
**MAINTAINING PRIVACY AND SECURITY OF STUDENT DATA**

In accordance with the requirements of a new *Section 2-d* that was added to the New York Education Law in 2014, the North Salem Central School District provides the following Parents' Bill of Rights with respect to maintaining the privacy and security of student data:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes;
2. Parents have the right to inspect and review the complete contents of their child's education record;
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred. Towards this end, the District has implemented the following safeguards to protect personally identifiable information about students, which is stored or transferred by the District, against unauthorized disclosure.
  - All databases that have student information are protected by a secure password and login. Logins are monitored, and passwords are kept up-to-date.
  - The eSchool role-based, single sign-on product provides access controls all the way down to the field level to ensure that all data is kept secure. Sensitive student data, including social security numbers, medical information, and special education classifications, can be hidden from users using our customizable permission groups.

Pursuant to these safeguards, students' personally identifiable information is only accessible by:

- school officials (including consultants and other contractors) who have a "legitimate educational interest" in accessing such information (i.e., who require such information to perform their responsibilities to the District);
- parents and other persons "in parental relation to" students – about their own children;
- "eligible students" (i.e., students age 18 or older) – about themselves;
- other persons or entities, with written consent of a student's parents or other person(s) in parental relation to the student, or the eligible student himself/herself, as applicable;
- other persons and/or entities, without written consent only as explicitly authorized by law (as for example, in response to a lawfully issued subpoena).

4. A complete list of all student data elements collected by the State shall be made available for public review online, and by mail, upon written request, when this list is provided by the State. In the meantime, information regarding data elements collected by the State Education Department (SED) is available online at:

[http://www.p12.nysed.gov/irs/sirs/2011-12/2011-SIRSGuidance/NEWER/2013-14SIRSMannual9-1\\_20131107.pdf](http://www.p12.nysed.gov/irs/sirs/2011-12/2011-SIRSGuidance/NEWER/2013-14SIRSMannual9-1_20131107.pdf)

5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to: Kenneth Michael Hibbard, Ph.D.; Assistant Superintendent for Instruction and Human Resources; 914-669-5414, ext. 1060; [mhibbard@northsalemschools.org](mailto:mhibbard@northsalemschools.org); 230 June Road, North Salem, NY 10560

PLEASE NOTE: The foregoing Parents' Bill of Rights is neither complete nor final, as the District is awaiting further guidance (as specified by law) regarding implementation of *Section 2-d*, from New York's Commissioner of Education and from a new "Chief Privacy Officer" who is to be appointed by the Commissioner. Accordingly, this Parents' Bill of Rights is subject to revision and/or supplementation as needed to comply with the District's obligations under the law.

Additional information is available on the New York State Education Department's website at: <http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>