



# Unauthorized Release of Student Data Complaint Form

The Oneida-Herkimer-Madison BOCES is dedicated to the protection of student data and to maintaining data security and privacy across districts. If you believe that a breach or unauthorized disclosure of student personally identifiable information has occurred, you may submit this form via email to [DataProtectionOfficer@oneida-boces.org](mailto:DataProtectionOfficer@oneida-boces.org) or by regular mail at Data Protection Officer, Oneida-Herkimer-Madison BOCES, 502 Court Street, Utica, NY 13502.

## CONTACT INFORMATION

**NAME** (Please Print)

**EMAIL**

**HOME ADDRESS**

**PHONE NUMBER**

**RELATIONSHIP TO STUDENT**

## POSSIBLE IMPROPER DISCLOSURE OR BREACH INFORMATION

**DATE DISCOVERED**

**DESCRIPTION OF INCIDENT** (Please attach any additional documents to this form)

## BOCES USE ONLY

**DATE RECEIVED**

*Signature of Complainant*

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