



SHELTER ISLAND UNION FREE SCHOOL DISTRICT

Superintendent, *Brian Doelger, Ed.D.*

Assistant Superintendent, Special Education Director, *Jennifer Rylott*

Director of Athletics, Physical Education, Health, Wellness & Personnel, *Todd Gulluscio*

District Clerk, *Jacqueline Dunning*

District Treasurer, *Maryann Impastato*

Board of Education

Kathleen M. Lynch, *President*

Margaret Colligan, *Vice President*

Dawn Hedberg, Molly, Kendall, Tracy McCarthy, Karina Montalvo, Anthony J. Rando

Parents' Bill of Rights for Data Privacy and Security

The Shelter Island Union Free School District is committed to protecting the privacy and security of each and every student's data. Parents should be aware of the following rights they have concerning their child's data:

1. A student's personally identifiable information cannot be sold or released for any commercial or marketing purposes. A student's data cannot be shared with an unauthorized person.
2. Parents have the right to inspect and review the contents of their child's education record from their school. Parents' have the right to see the records within forty-five (45) days and dispute any inaccuracies.
3. The confidentiality of a student's personally identifiable information is protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards and practices that align with the National Institute of Standards and Technology Cybersecurity Framework.
4. A complete list of all student data elements collected by the State Education Department is available for public review at: <https://www.nysed.gov/data-privacy-security/student-data-inventory> or by writing to the Office of Information & Reporting Services, New York State Education Department, 89 Washington Avenue, Room 863 EBA, Albany, NY 12234.
5. Parents have the right to file complaints about possible breaches of student data. Parents may submit a complaint regarding a potential breach by the District to the Superintendent, superintendent@shelterisland.k12.ny.us. The School District shall promptly acknowledge any complaints received and commence an investigation into the complaint, while taking the necessary precautions to protect personally identifiable information. The School District shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. Complaints pertaining to the State Education Department or one of its third party vendors may be submitted to NYSED at <https://www.nysed.gov/data-privacy-security/parents-and-students-file-privacy-complaint>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Room 152 EB Albany, NY 12234, or email to privacy@nysed.gov or by telephone at (518) 474-0937.
6. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
7. If the District enters into a contract with a third party in which student, teacher, or principal data is shared with a third party, supplemental information for each such contract will be appended to this Parents' Bill of Rights.
8. Parents may access the State Education Department's Parents' Bill of Rights at: <https://www.nysed.gov/data-privacy-security/bill-rights-data-privacy-and-security-parents-bill-rights>

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