

**PORT JEFFERSON SCHOOL DISTRICT
PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**

Pursuant to New York State Education Law §2-d, parents, legal guardians and persons in parental relation to a student are entitled to certain rights with regard to their child's personally identifiable information (PII), as defined by Education Law §2-d. This document contains a plain English summary of such rights.

The Port Jefferson 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 (PII) cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the contents of their child's educational records maintained by the Port Jefferson Union Free School District. Parents must make a request in writing to the building principal and verify his/her identity. A school administrator or guidance counselor must be present when a student's educational records are reviewed.
3. State and Federal Laws protect the confidentiality of personally identifiable student information (PII), 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.
4. A complete list of all student data elements collected by New York State is available for review at: <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>

The list may also be made available by writing to:
Office of Information & Reporting Services
New York State Education Department
Room 863 EBA,
89 Washington Avenue
Albany, NY 12234

5. Parents have the right to question possible breaches of student data. Questions or concerns should be directed to the building principal or NYSED:

Christine Austen, Principal
Earl L. Vandermeulen High School
350 Old Post Road
Port Jefferson, NY 11777

Robert Neidig, Ed.D., Principal
Port Jefferson Middle School
350 Old Post Road
Port Jefferson, NY 11777

Thomas Meehan, Principal
Edna Louise Spear Elementary School
500 Scraggy Hill Road
Port Jefferson, NY 11777

OR

New York State Education Department
Chief Privacy Officer
89 Washington Avenue
Albany, NY 12234
Email: CPO@mail.nysed.gov

Additional Resources:

NYS Education Department, Parents' Bill of Rights Information: <http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>

US Department of Education, Family Educational Rights and Privacy Act: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

US Department of Education, FERPA, Part 99: <https://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>

