

**WINDSOR CENTRAL SCHOOL DISTRICT  
PARENTS' BILL OF RIGHTS FOR STUDENT  
DATA PRIVACY AND SECURITY**

The Windsor Central School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. The Windsor Central School District establishes the following parental bill of rights:

- Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- A student's personally identifiable information cannot be sold or released for any marketing or commercial purposes by the district or any third party contractor. The district will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the district in accordance with district policy;
- Parents have the right to inspect and review the complete contents of their child's education record (for more information about how to exercise this right, see 5500-R);
- State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' personally identifiable information. 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;
- A complete list of all student data elements collected by the State Education Department is available for public review at <http://nysed.gov.data-privacy-security> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234
- Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to (*insert district contact information including title, phone number, email and mailing address here*). Complaints can also be directed to the New York State Education Department online at <http://nysed.gov.data-privacy-security>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to [privacy@mail.nysed.gov](mailto:privacy@mail.nysed.gov) or by telephone at 518-474-0937.

- Parents have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
- Parents can expect that educational agency workers who handle PII will receive annual training on applicable federal and state laws, regulations, educational agency's policies and safeguards which will be in alignment with industry standards and best practices to protect PII
- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student PII. Parents can request information about third party contractors by contacting:  
Scott Beattie  
Assistant Superintendent of Instruction  
1191 NY Route 79  
Windsor, NY 13865  
(607) 665-8215

This information can also be accessed on the district's website [www.windsor-csd.org](http://www.windsor-csd.org).

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THIRD PARTY CONTRACTOR SUPPLEMENT**

The \_\_\_\_\_ has been engaged by the Windsor Central School District to provide services. In this capacity, the company may collect, process, manage, store or analyze student or teacher/principal personally identifiable information (PII).

The \_\_\_\_\_ will provide the district with *(describe specific purpose for which the PII will be used)*.

The \_\_\_\_\_ will ensure that subcontractors or others that the company shares PII will abide by data protection and security requirements of district policy, and state and federal law and regulations by *(describe methods/procedures to safeguard data use by subcontractors)* \_\_\_\_\_.

PII will be stored *(describe the location in a manner that protects data security)*.

Parents may challenge the accuracy of PII held by \_\_\_\_\_ by contacting *(insert contact information, including title, phone number, mailing address and email address)*

\_\_\_\_\_

\_\_\_\_\_

The \_\_\_\_\_ will take reasonable measures to ensure the confidentiality of PII by implementing the following *(describe the following, as applicable)*:

- Password protections
- Administrative procedures
- Encryption while PII is in motion and at rest
- Firewalls

The contractor's agreement with the district begins on \_\_\_\_\_ and ends on \_\_\_\_\_. Once the contractor has completed its service to the district, records containing student PII will be *(select one: destroyed or returned)* by \_\_\_\_\_ via the following *(insert method if destroyed or format if returned)*.

**Agreement and Signature**

By signing below, you agree to comply with the terms of Windsor Central School District Parents' Bill of Rights for Data Privacy and Security (applicable to Third-Party Contractors subject to New York Education Law § 2-d)

Company Name: \_\_\_\_\_ Product Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adoption date: