

**East Greenbush Central School District  
Parents' Bill of Rights for Data Privacy and Security**

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, to be in place when data is stored or transferred.

East Greenbush Central School District has adopted various policies to help ensure that personally identifiable information of students and staff is protected, that parents/guardians and eligible students have access to their student records for inspection and review, and processes to identify and correct possible breaches of data security.

East Greenbush Central School District policies are on our website at <http://www.egcsd.org>. Just click on the Board of Education link to see the full policy manual.

Parents may view the following particular policies relating to data privacy and security relating to student records and personally identifiable information. These policies are:

- #5500 – Student Records
- #8630 – Computer Resources and Data Management
- #8635 – Information Security Breach and Notification

Parents/guardians and eligible students have the right to review their student records, including student data stored or maintained by the East Greenbush Central School District for the student, in accordance with the Family Educational Rights and Privacy Act and policy #5500. Inquiries regarding access to student records should be made to the building principal or the director of technology.

A complete list of all student data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234. A student's personally identifiable information cannot be sold or released by the East Greenbush Central School District for any commercial or marketing purposes.

Parents have the right to file complaints about possible privacy breaches of student data by the District, its third-party contractors or their employees, officers, or assignees, or with the New York State Education Department. Complaints may be directed to:

Mr. Thomas O'Hara  
Director of Technology  
East Greenbush Central School District  
29 Englewood Avenue  
East Greenbush, New York 12061  
Phone: 518-207-2554, E-mail: [oharath@egcsd.org](mailto:oharath@egcsd.org)

Complaints may also be directed in writing to:

Chief Privacy Officer  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234  
E-mail: [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov)

The full complaint process is under development and will be established through regulations to be proposed by the New York State Education Department's Chief Privacy Officer, who has not yet been appointed.

***This entire bill of rights is subject to change based upon regulations of the Commissioner of Education and the NYSED Chief Privacy Officer.***