Rochdale Early Advantage Charter School (REACS)

"Yes We Can"

PARENTS' BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY

Rochdale Early Advantage Charter School ("REACS"), 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. REACS 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 School or any third party contractor. REACS will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the School in accordance with School policy.

Parents have the right to inspect and review the complete contents of their child's education record, including portions of the record that are stored electronically, even when the record is maintained by a third-party contractor.

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 Ms. Sylvia Leslie, School Leader, 7108.978.0075, info@reacschool.com 122-05 Smith Street, Jamaica, NY 11434. 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 or by telephone at 5178-474-0937.

Parents have the right to be notified in accordance to applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.

Parents can expect that all School employees who handle PII will receive annual training on applicable federal and state laws, regulations, the School's policies and safeguards which will be in alignment with industry standards and best practices to protect PII.

In the event that the School 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 Ms. Sylvia Leslie, School Leader, 718.978.0075, info@reacschool.com 122-05 Smith Street, Jamaica, NY 11434. or can access the information on the School's website www.reacschool.com

* * *

Rochdale **E**arly **A**dvantage **C**harter **S**chool (REACS)

PARENT BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY
THIRD PARTY CONTRACTOR SUPPLEMENT

The (*insert name of contractor*) has been engaged by the Rochdale Early Advantage Charter School ("REACS") to provide services. In this capacity, the company may collect, process, manage, store or analyze student or teacher/principal personally identifiable information (PII).

The (*insert name of contractor*) will provide REACS with (*describe specific purpose for which the PII will be used*).

The *(insert the name of contractor*) will ensure that subcontractors or authorized parties that the company shares PII will abide by data protection and security requirements of School 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 (*insert name of contractor*) by contacting Ms. Sylvia Leslie, School Leader, 718.978.0075, sfaircloughleslie@reacschool.com 122-05 Smith Street, Jamaica, NY 11434.

The (*insert name of contractor*) 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 REACS begins on (*insert date*) and ends on (*insert date*). Once the contractor has completed its service to the School, records containing student PII will be (*select one: destroyed or returned*) by (*insert date*) via the following (*insert method if destroyed or format if returned*).

Adoption date: