

NOTICE OF PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY UNDER NYS EDUCATION LAW §2-D

In accordance with New York State Education Law §2-D, The Clear View School Day Treatment Center hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all parents, legal guardians and eligible students (18 years of age or older):

- 1) A student's personally identifiable information cannot be sold or released for commercial purposes.
- 2) Parents have the right to inspect and review the complete contents of their child's educational record.
- 3) The Clear View School Day Treatment Center has the following safeguards in place to protect student data, including personally identifiable information stored or transferred by The Clear View School Day Treatment Center:
 - a) All databases that have student information are protected by a secure password and login. These logins are monitored and kept up to date.
 - b) Student information is only accessible by those who are deemed warranted of having the information.
 - c) *Directory information*, which is information that is generally not considered harmful if released, may be requested by outside organizations for the purposes of ordering class rings, class photos, yearbooks and the like. Such information would ONLY be released with the expressed written permission of the parent/guardian or student who is of age to consent (18 or over) and is limited to student name only for those purposes.
- 4) New York State, through the New York State Education Department, collects a number of student data elements for authorized uses. A complete list of all student data elements collected by the State is available for public review [here](#). Parents may also obtain a copy of this list by writing to the Office of Information and Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany NY 12234.
- 5) Parents have the right to submit complaints about possible breaches of student data or teacher or principal APPR data. Any such complaint must be submitted, in writing to the Executive Director, The Clear View School Day Treatment Center, 480 Albany Post Road, Briarcliff Manor, NY 10510. Additionally, parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234 or cpo@mail.nysed.gov