The West Babylon 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 West Babylon 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 commercial purposes by a third party contractor. The district will not sell student personally identifiable information and will not release it for 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 protect the confidentiality of 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.


- Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Assistant Superintendent for Curriculum & Instruction, 10 Farmingdale Road, West Babylon, NY 11704 – spayne@wbschools.org – 631-376-7020. Complaints can also be directed to the New York State Education Department by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to CPO@mail.nysed.gov.

- 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 the Assistant Superintendent for Curriculum & Instruction, 10 Farmingdale Road, West Babylon, NY 11704 – spayne@wbschools.org – 631-376-7020 or can access the information on the district’s website www.wbschools.org.
PARENT BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY
THIRD PARTY CONTRACTOR SUPPLEMENT

The __________________ has been engaged by the West Babylon UFSD to provide services. In this capacity, the company may collect, process, manage, store or analyze student personally identifiable information (PII).

The __________________ will provide the district with _____________________________________
(Name of Contractor) (describe specific purpose for which the student PII will be used).

The __________________ will ensure that subcontractors or others, with which the company shares PII, abide by data protection and security requirements by ________________________________________
(Name of Contractor) (describe methods/procedures to safeguard data use by subcontractors).

Parents may challenge the accuracy of PII held by __________________ by contacting the Assistant Superintendent for Curriculum & Instruction, 10 Farmingdale Road, West Babylon, NY 11704 – spayne@wbschools.org – 631-376-7020.

The _________________ will take reasonable measures to ensure the confidentiality of student PII by implementing the following:
(Name of Contractor)
- Password protections
- Administrative procedures
- Encryption
- Firewalls

The contractor’s agreement with the district ends on __________. Once the contractor has completed its service to the district, records containing student PII will be destroyed by __________.

Adopted: 11/12/1014
Reviewed: 10/25/2016