

**Yonkers City School District**  
**Parents' Bill of Rights for Data Privacy and Security**

The Yonkers City School District is dedicated and committed to protecting the privacy and security of student, teacher, and principal data. In accordance with New York State Education Law Section 2-d, the Yonkers Public School District hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians. New York State Education Law Section 2-d and the Family Educational Rights and Privacy Act ("FERPA") protect the confidentiality of personally identifiable information. The following is the Yonkers Public Schools Bill of Rights for Data Privacy and Security.

The Yonkers City 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 both State and Federal law. The Yonkers City School District establishes the following parental bill of rights:

1. Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
2. 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.
3. Parents have the right to inspect and review the complete contents of their child's education record.
4. State and federal laws, such as New York State Education Law § 2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' PII. Safeguards associated with industry standard and best practices, including, but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
5. A complete list of all student data elements collected by the State Education Department is available for public review at <http://www.nysed.gov/data-privacy-security> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.
6. Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to:
  - a. Deputy Superintendent, Yonkers Public Schools, One Larkin Center, Yonkers NY 10701 or send an email to [BORComplaints@yonkerspublicschools.org](mailto:BORComplaints@yonkerspublicschools.org).
  - b. 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, EB 152, Albany, New York 12234 or by email to [privacy@mail.nysed.gov](mailto:privacy@mail.nysed.gov) or by telephone at (518) 474-0937.
7. 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.
8. 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.
9. 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 Deputy

Superintendent, Division of Teaching and Learning, Yonkers Public Schools, One Larkin Center, Yonkers NY 10701 or send an email to BORComplaints@yonkerspublicschools.org.

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 online through <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> for public review online. You may obtain a copy by writing to: Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany NY 12234.

10. For purposes of further ensuring confidentiality and security of student data, as an appendix to the Parents' Bill of Rights each contract Yonkers Public schools enters into with a third party Consultant shall include the following supplemental information:

- a. the exclusive purposes for which the student, principal or teacher data will be used;
- b. how the third party Consultant will share the student, principal or teacher data with, if any, will abide by data protection and security requirements;
- c. When the agreement expires and what happens to the student, teacher, or principal data upon expiration of the agreement;
- d. If and how a parent/guardian, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher/principal data that is collected; and
- e. Where the student, teacher, or principal data will be stored (described in such a manner to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

The Yonkers Public Schools Parents' Bill of Rights for Data Privacy and Security reflects information available as of this document's creation. The District Bill of Rights is subject to revision and is projected for revision in accordance with further guidance received, including guidance through NYSED. Additional information is available on the New York State Education Department website. [http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights\\_1.pdf](http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights_1.pdf).

Acknowledged and agreed to:

Lisa Jacobson, Sr Director Bids and Contracts

HMH Education Company, Inc.

*(Legal Name of Person, Firm or Corporation)*

By: \_\_\_\_\_

