

## Poland Central School District

### Statement of Technology's Role in Operations and Daily Functions

Poland Central School District uses current technology, including electronic storage, retrieval, and analysis of information about students' education experience in the District, to enhance opportunities for learning and to increase efficiency of our operations.

To assist in meeting legal requirements for maintaining privacy and security of protected student data and protected principal and teacher data, including Section 2-d of New York State Education Law, the District has posted this Parents Bill of Rights for Data Privacy and Security.

## Poland Central School District

### Parents' Bill of Rights for Data Privacy and Security

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record. The procedures for exercising this right can be found in the Poland Central School Policy, No. 7500.
3. 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, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the State is listed at <http://www.nysed.gov/data-privacy-security/student-data-inventory> and may also be obtained by writing to the Office of Information & Reporting Services, New York State Education Dept., Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed.
  - o Parents may make a written report of a possible breach of student data to the Poland Central School District Data Protection Officer by submitting the Unauthorized Release of Student Data Complaint Form. The form may be found by clicking [HERE](#), searching our policy manual for Regulation 5305.1, or calling District Office at 315-826-0203. The NYS Security Breach Reporting Form should be mailed or delivered to the Poland CSD Data Protection Officer, Attn: Superintendent of Schools, 74 Cold Brook Street, Poland, New York 13431.
  - o Complaints may also be directed in writing to the Chief Privacy Officer, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.

### Supplemental Information about Third Party Contracts

We are compiling the following information about each agreement between Poland CSD and an outside party that receives protected student data, or protected principal or teacher data, from BOCES or a participating school district: (1) the exclusive purposes for which the data will be used, (2) how the contractor will ensure that any subcontractors it uses will abide by data protection and security requirements, (3) when the contract expires and what happens to the data at that time, (4) if and how an affected party can challenge the accuracy of the data that is collected, (5) where the data will be stored, and (6) the security protections taken to ensure the data will be protected, including whether the data will be encrypted.

For information about contracts, please call District Office at 315-8260-0203 or email [dwellington@polandcsd.org](mailto:dwellington@polandcsd.org).