

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

Windham Ashland Jewett Central School District is committed to protecting the privacy and security of students, teachers, and administrator data. Parents and guardians of students attending school in the Windham Ashland Jewett Central School District are advised that they have the following rights with regard to student data:

1. Student data will not be released or sold by the District for commercial purposes.
2. According to FERPA, a parent or guardian has the right to inspect and review the complete contents of his or her child's education record.
3. State and Federal law protect the confidentiality of personally identifiable information. The District utilizes the following safeguards to protect this information:
  - All databases are protected by a secure login and password.
  - Student information is only granted to those deemed warranted of having the information.
4. A list of all student data elements collected by New York State is available for public view at <http://www.p12.nysed.gov/irs/sirs/home.html>.
5. Parents and guardians have the right to have complaints about possible breaches of student data addressed. Please contact the Main Office for any additional information.

This Bill of Rights will be included with any contract entered into by the District with an outside contractor if the contractor will receive student data or teacher or principal data. This Bill of Rights will be supplemented to include information about each contract that the District enters into with an outside contractor receiving confidential student data or teacher or principal data, including the exclusive purpose(s) for which the data will be used, how the contractor will ensure confidentiality and data protection and security requirements, the date of expiration of the contract and what happens to the data upon the expiration of the contract, if and how the accuracy of the data collected can be challenged, where the data will be stored and the security protections that will be taken.