

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

In accordance with the requirements of New York Education Law § 2-d, added to the New York Education Law in 2014, The Lowell School provides the following Parents' Bill of Rights with respect to maintaining the privacy and security of student data:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purposes and cannot be shared with third parties without written parental consent;
- 2) Parents have the right to inspect and review the complete contents of the education records of their children and have all rights guaranteed by the Family Educational Rights and Privacy Act (FERPA);
- 3) State and federal laws protect the confidentiality of personally identifiable information. In accordance with Education Law § 2-d, 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. Towards this end, The Lowell School has implemented the following safeguards to protect personally identifiable information about students against unauthorized disclosure.
 - All databases that have student information are protected by a secure password and login. Logins are monitored, and passwords are kept up-to-date.
 - All databases that have student information are protected by a secure firewall, and intrusion detection. All data bases that contain student information are encrypted with 256 bit secure socket layer protection.
- 4) Parents may access the NYSED Student Data Elements List, a complete list of all student data elements collected by NYSED, at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
- 5.) Parents have the right to have complaints about possible breaches of student data addressed. Parents should bring complaints to Dede Proujansky/Executive Director, at tlschool@aol.com. If concerns cannot be addressed at the School level, complaints may be directed to Termitope Akinyemi, Chief Privacy Officer for the New York State Education Department at Privacy@nysed.gov.

Additional information is available on the New York State Education Department's website at <http://www.nysed.gov/astudent-data-privacy/student-data-privacy-bill-rights-parents-bill-rights>