



MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT# 5500-E.4
PARENTS' BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY

REQUIRED
 LOCAL
 NOTICE

The Milford Central 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 Milford Central School District establishes the following parental bill of rights:

- Student personally identifiable information (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/Guardians 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;
- A complete list of all student data elements collected by the State Education Department is available for public review at <http://www.p12.nysed.gov/irs/sirs/>.
- Parents/Guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to (Records Access Officer, Milford CSD, PO Box 237, Milford, NY 13807, (607) 286-7721 x8417; RAO@milfordcentral.org). 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 personally identifiable information (PII). Parents can request information about third party contractors by contacting (Records Access Officer, Milford CSD, PO Box 237, Milford, NY 13807, (607) 286-7721 x8417; RAO@milfordcentral.org) or can access the information on the district's website (www.milfordcentral.org).

Adopted: January 12, 2017