

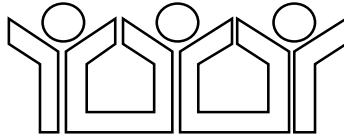
**BEDFORD CENTRAL SCHOOL DISTRICT**  
THE FOX LANE CAMPUS, P.O. BOX 180  
MOUNT KISCO, NEW YORK 10549  
914-241-6022

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August 1, 2014

The following information has been included as part of a parents bill of rights. It was reported in June by the State Education Department (SED), the Common Core Implementation Reform Act requires school districts and BOCES to publish a “Parents Bill of Rights for Data Privacy and Security” on their websites by August 1, 2014. While awaiting further guidance from the State Education Department, we are responding accordingly until such guidance is provided and shall comply with the law to the extent possible under the circumstances. As a district we may find that conveying this language to stakeholders helpful in fostering an awareness of data privacy and security issues. It is understood that this information regarding the Parents Bill of Rights for Data Privacy and Security will be updated as additional regulatory guidance becomes available from the State Education Department.

The Bedford Central School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with Education Law § 2-d, the District wishes to inform the school community of the following:



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

In accordance with New York State Education Law Section 2-d, the Bedford Central 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.

- (1) New York State Education Law Section 2-d ("Section 2-d") and the Family Educational Rights and Privacy Act ("FERPA") protect the confidentiality of personally identifiable information. Section 2-d and FERPA assures the confidentiality of records with respect to "third parties," and provides parents with the right to consent to disclosures of personally identifiable information contained in their child's education records. Exceptions to this include school employees, officials and certain State and Federal officials who have a legitimate educational need to access such records. In addition, the District will, upon request of parents, or adult students, or if otherwise required by law, disclose student records to officials of another school district in which a student seeks to enroll.
- (2) A student's personally identifiable information cannot be sold or released for any commercial purposes;
- (3) Personally identifiable information includes, but is not limited to:
  - i. The student's name;
  - ii. The name of the student's parent or other family members;
  - iii. The address of the student or student's family;
  - iv. A personal identifier, such as the student's social security number, student number, or biometric record;
  - v. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
  - vi. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
  - vii. Information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

- (4) In accordance with FERPA, Section 2-d and District Policy #5000 Student Records, parents have the right to inspect and review the complete contents of their child's education record;
- (5) The Bedford Central School District has in place numerous safeguards that meet or exceed industry standards and best practices to protect the personally identifiable information of students. These safeguards, include but are not limited to, encryption, firewalls, and password protection, which must be in place when data is stored or transferred.
- (6) 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 for public review, at

<http://www.p12.nysed.gov/irs/sirs/2013-14/2013-14SIRSMannual9-18-20140725.pdf>

<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>

- (7) Parents have the right to submit complaints about possible breaches of student data or teacher or principal APPR data. Any such complaint must be submitted, in writing, to:

Dr. Edward Escobar  
Director of Pupil Personnel Services  
914-241-6195  
[eescobar3312@bcsdny.org](mailto:eescobar3312@bcsdny.org)

David Gee  
Director of Technology  
914-241-6163  
[dgee0416@bcsdny.org](mailto:dgee0416@bcsdny.org)

Bedford Central School District, P.O. Box 180, Mount Kisco, NY 10549

For purposes of further ensuring confidentiality and security of student data, as an appendix to the Parents' Bill of Rights each contract an educational agency enters into with a third party contractor shall include the following supplemental information:

- (1) the exclusive purposes for which the student data, or teacher or principal data, will be used;
- (2) how the third party contractor will ensure that the subcontractors, persons or entities that the third party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
- (3) when the agreement with the third party contractor expires and what happens to the student data or teacher or principal data upon expiration of the agreement;
- (4) if and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
- (5) where the student data or teacher or principal data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

In addition, the Chief Privacy Officer (when appointed), with input from parents and other education and expert stakeholders, is required to develop additional elements of the Parents' Bill of Rights to be prescribed in the Regulations of the Commissioner. Accordingly, this Bill of Rights will be revised from time to time in accordance with further guidance received from the Chief Privacy Officer, the Commissioner of Education and NYSED.