Pursuant to Section 2-c and 2-d of the Education Law, parents and students are entitled to certain protections regarding confidential student information. The District is committed to safeguarding personally identifiable information from unauthorized access or disclosure as set forth below:

1. A student’s personally identifiable information cannot be sold or released for any commercial purposes;

2. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. The right to inspect and review the student's education records within 45 days after the day the Hampton Bays UFSD receives a request for access shall be exercised by parents or eligible students submitting to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3. The District is committed to implementing safeguards associated with industry standards and best practice under state and federal laws protecting the confidentiality of personally identifiable information, including but not limited to, encryption, firewalls, and password protection when data is stored or transferred;

4. A complete list of all student data elements collected by the State is available for public review at [http://www.p12.nysed.gov/irs/data_reporting.html](http://www.p12.nysed.gov/irs/data_reporting.html) ; or by writing to the Office of P12 Education; New York State Education Department; 89 Washington Avenue; Albany NY 12234

5. Parents have the right to have complaints about possible breaches of student data. Complaints should be directed in writing to the Superintendent of Schools at 86 East Argonne Road, Hampton Bays, NY 11946.

6. The District has entered into contracts with certain third party contractors who have been sent student data and/or teacher data and/or principal data. Each contract the District enters into with a third party contractor where the third party contractor receives student data or teacher or principal data will include information addressing the following:

   a. The exclusive purpose(s) for which the data will be used;
   b. How the third party contractor will ensure that the subcontractors, persons or entities that the third party contract will share the student data or teacher data or principal data with, if any, will abide by data protection and security requirements.
c. The commencement and termination dates for such agreements and a description of how the data will be disposed by the contractor when the contract purpose has been fulfilled;
d. The data storage and security measures undertaken.

7. Agreements with third party contractors 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.

8. A parent, student, eligible student, teacher or principal may challenge the accuracy of student data or teacher or principal data that is collected by filing a written request with the Superintendent of Schools at 86 East Argonne Road, Hampton Bays, NY 11946. Parents or eligible students who wish have a record amended should clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

9. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions that permit disclosure without consent are covered in Board of Education Policy 5500.

As discussed by the Board of Education on October 21, 2014 and posted to the District’s Website on October 22, 2014.