

Peru Central School District

Parent Bill of Rights for Data Privacy and Security

Introduction

The Peru Central School District is committed to protecting the privacy and security of student data in accordance with federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), New York State Education Law §2-d, and district Policy 8635. This Parent Bill of Rights outlines your rights regarding your child's educational records and personally identifiable information (PII), as well as the district's practices and safeguards for data privacy and security.

Parent Bill of Rights

- **Prohibition on Sale or Commercial Use of PII**

A student's personally identifiable information (PII) cannot be sold or released for any commercial or marketing purposes. The District will not facilitate its use or disclosure by any other party for such purposes, or permit another party to do so.

- **Right to Inspect and Review Educational Records**

Parents/guardians have the right to inspect and review the complete contents of their child's education record, including any student data maintained by the Peru Central School District. This right is consistent with the federal Family Educational Rights and Privacy Act (FERPA) and New York State Education Law §2-d. Parents/guardians may request access to or copies of any data in their child's educational record.

- **Protection and Security of PII**

The confidentiality of personally identifiable information is protected by state and federal laws. The District employs industry standard safeguards and best practices—including encryption (in motion and at rest), firewalls, password protection, and access controls—when data is stored or transferred. Access to PII is limited to authorized district employees and third-party contractors who require such access to fulfill their professional responsibilities.

- **Access to List of Student Data Elements Collected by the State**

A complete list of all student data elements collected by the State is available for public review. Parents/guardians 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, N.Y. 12234, or by visiting the district website for further information.

- **Right to File Complaints Regarding Data Breaches**

Parents/guardians have the right to have complaints about possible breaches or unauthorized releases of student data addressed.

- a. Complaints should be directed to the PeruCSD Data Protection Officer:
Nicholas Damiani
518-643-6025
dpo@perucsd.org

- b. Complaints to the New York State Education Department should be directed to:
Chief Privacy Officer
New York State Education Department
89 Washington Avenue
Albany, NY 12234
cpo@mail.nysed.gov

The district will notify affected parents/guardians in the most expedient way possible and without unreasonable delay, consistent with applicable law and district policy.

Supplemental Information for Third-Party Contracts

For each contract with a third-party contractor that receives student data, the following supplemental information will be provided:

- The exclusive purposes for which student, teacher, or principal data will be used;
- How third-party contractors (and any subcontractors or others with access to the data) will comply with data protection and security requirements, including alignment with the National Institute for Standards and Technology Cybersecurity Framework (NIST CSF);
- The end date of the contract and procedures for returning, transitioning, deleting, or destroying data when the contract expires or is terminated;
- If and how parents/guardians, eligible students, teachers, or principals may challenge the accuracy of data that is collected;
- Where data will be stored (described without compromising data security) and the security precautions taken to ensure data is protected, including the use of encryption while data is in motion and at rest.

Annual Training and Review

The District provides annual training on data privacy and security awareness to all employees who have access to student or teacher/principal PII. This Bill of Rights is reviewed annually and updated as needed to remain compliant with applicable law and district policy.

Notice

This Bill of Rights is subject to change based on regulations of the Commissioner of Education, guidance from the State Education Department Chief Privacy Officer, and evolving best practices in data privacy and security.

For Questions or Additional Information

Contact Nicholas Damiani, Data Protection Officer
Email: dpo@perucsd.org
Phone: 518-643-6025