



PARENTS' BILL OF RIGHTS

In accordance with New York State Education Law Section 2-d, the Renaissance Charter School 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)** A student's personally identifiable information (PII) cannot be sold or released for any commercial purposes. PII, as defined by Education Law § 2-d and FERPA, includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see the Family Educational Rights and Privacy Act (FERPA) regulations at 34 CFR 99.3 for a more complete definition;
- (2)** In accordance with FERPA and Education Law § 2-d Parents have the right to inspect and review the complete contents of their child's education record;
- (3)** State and federal laws including, but not limited to, Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121; FERPA; and the Individuals with Disabilities Education Act at 20 U.S.C. 1400 et seq. (34 CFR Part 300), protect the confidentiality of a student's PII;
- (4)** When student PII is stored or transferred, safeguards associated with industry standards and best practices including but not limited to encryption, firewalls and password protection must be in place;
- (4)** New York State, through the New York State Education Department (NYSED), 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.nysed.gov/data-privacy-security/student-data-inventory> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; and
- (5)** Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to Stacey Gauthier, Principal and Executive Director, by telephone at 718-803-0060, ext. 115; by email sgauthier@renaissancecharter.org; or by mail at The Renaissance Charter School, 35-59 81 Street, Jackson Heights, NY 11372. Complaints may also be submitted to NYSED at <http://www.nysed.gov/data-privacysecurity/report-improper-disclosure>; by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474- 0937.

SUPPLEMENTAL INFORMATION REGARDING THIRD-PARTY CONTRACTORS

Each contract that TRCS enters into with a third party contractor where the contractor receives PII from student educational records or certain teacher or principal data, will include the following 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 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.