



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

*Several laws and regulations protect the confidentiality of information about your children when that information identifies them. Such information, which includes student-specific data, is known as "personally identifiable information" or "PII."*

*The Federal laws that protect your child's PII include the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Protection of Pupil Rights Amendment (PPRA) and the Individuals with Disabilities Education Act (IDEA). State laws, such as New York Education Law § 2-d and the related regulations of the New York State Commissioner of Education protect the confidentiality of your child's PII.*

Under New York state law, you have the following rights regarding the privacy and security of your child's PII:

1. Your child's PII cannot be sold or released for any Commercial or Marketing purpose. PII, as defined by Education Law § 2-d and the Family Educational Rights and Privacy Act ("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 FERPA's regulations at 34 CFR 99.3 for a more complete definition.
2. If your child is under age 18:
  - You have the right to inspect and review the complete contents of your child's education records within 45 days of the school receiving your request and verifying your identity.
  - You also have the right to request changes to your child's education records when you believe they are inaccurate, misleading, or violate your child's privacy.
  - Your rights extend to education records stored by the school's contractors or other outside parties on the school's behalf.
3. You have the right to be notified if a breach or unauthorized release of your child's PII occurs.
4. You have the right to make complaints about possible breaches and unauthorized disclosures of your child's PII and to have such complaints addressed. The school must provide you with a response no more than 60 calendar days from when we receive your complaint. If more time is needed, the school will provide an explanation to you along with an approximate date for a response.

Complaints should be submitted to Elizabeth Seton Children's School Privacy Officer, Tracie Bowman, by email to [tbowman@setonchildrens.org](mailto:tbowman@setonchildrens.org); or by phone at (914) 294-6151. Complaints may also be submitted to the NYS Education Department by mail to Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to

[privacy@nysed.gov](mailto:privacy@nysed.gov); or by phone at (518) 474-0937.

These federal and state laws and regulations also impose requirements on the school and certain outside parties to ensure your child's PII remains confidential and secure. For example, the school and certain outside parties must adhere to the following:

1. Your child's PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with state and federal law.
2. Safeguards must be in place to protect your child's PII when it is stored or transferred. These safeguards must meet industry standards and best practices. Examples of such safeguards include encryption, firewalls and password protection.
3. Steps must be taken to minimize its collection, processing and transmission of PII.
4. School staff members and outside parties who handle your child's PII must be trained in applicable laws, policies, and safeguards associated with industry standards and best practices.
5. Written agreements with outside parties who receive your child's PII from the school must address legal requirements with respect to the privacy and security of your child's PII.
6. Outside parties should not maintain copies of your child's PII once it is no longer needed for the educational purpose for which the school has disclosed it to the outside party. PII should be permanently and securely deleted no later than when the contract ends.
7. A complete list of all student data elements collected by NYSED is available at [www.nysed.gov/data-privacy-security/student-data-inventory](http://www.nysed.gov/data-privacy-security/student-data-inventory) and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

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