CANASERAGA CENTRAL SCHOOL

HOME OF THE INDIANS

Board of Education

Richard Kinney, *President*
Sonja Robinson, *Vice-President*
Jason Kernan
Nicole McIntosh
Frances Hoffman

Administration

Chad C. Groff
Superintendent of Schools

Shannon M. Gilbert
Building Principal

Parents' Bill of Rights for Data Security and Privacy

Canaseraga Central School is committed to protecting the privacy and security of students, teachers, and administrator data. Parents and guardians of students attending school in the Canaseraga Central School District are advised that they have the following rights with regard to student data:

1. Student data will not be released or sold by the District for commercial purposes.

2. According to FERPA, a parent or guardian has the right to inspect and review the complete contents of his or her child's education record.

3. State and Federal law protect the confidentiality of personally identifiable information. The District utilizes the following safeguards to protect this information:
   - All databases are protected by a secure login and password.
   - Student information is only granted to those deemed warranted of having the information.

4. A list of all student data elements collected by New York State is available for public view at http://www.p12.nysed.gov/irs/sirs/home.html or by writing to Mr. Chad Groff, 4-8 Main Street, Canaseraga, NY 14822.

5. Parents and guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be addressed to Mr. Chad Groff, 4-8 Main Street, Canaseraga, NY 14822, 607-545-6421, or cgroff@ccsdny.org.

This Bill of Rights will be included with every contract entered into by the District with an outside contractor if the contractor will receive student data or teacher or principal data. This Bill of Rights will be supplemented to include information about each contract that the District enters into with an outside contractor receiving confidential student data or teacher or principal data, including the exclusive purpose(s) for which the data will be used, how the contractor will ensure confidentiality and data protection and security requirements, the date of expiration of the contract and what happens to the data upon the expiration of the contract, if and how the accuracy of the data collected can be challenged, where the data will be stored and the security protections that will be taken.