



**MILFORD CENTRAL SCHOOL DISTRICT**  
**EXHIBIT# 5500-E.4**  
**PARENTS' BILL OF RIGHTS FOR STUDENT**  
**DATA PRIVACY AND SECURITY**

REQUIRED  
 LOCAL  
 NOTICE

The Milford Central School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. The Milford Central School District establishes the following parental bill of rights:

- Student personally identifiable information (PII) will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- A student's personally identifiable information cannot be sold or released for any commercial purposes by a third party contractor. The district will not sell student personally identifiable information and will not release it for commercial purposes, other than directory information released by the district in accordance with district policy;
- Parents/Guardians have the right to inspect and review the complete contents of their child's education record (for more information about how to exercise this right, see 5500-R);
- State and federal laws protect the confidentiality of personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- A complete list of all student data elements collected by the State Education Department is available for public review at <http://www.p12.nysed.gov/irs/sirs/>.
- Parents/Guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to (Records Access Officer, Milford CSD, PO Box 237, Milford, NY 13807, (607) 286-7721 x8417; [RAO@milfordcentral.org](mailto:RAO@milfordcentral.org)). Complaints can also be directed to the New York State Education Department by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).
- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student personally identifiable information (PII). Parents can request information about third party contractors by contacting (Records Access Officer, Milford CSD, PO Box 237, Milford, NY 13807, (607) 286-7721 x8417; [RAO@milfordcentral.org](mailto:RAO@milfordcentral.org)) or can access the information on the district's website ([www.milfordcentral.org](http://www.milfordcentral.org)).

Adopted: January 12, 2017



**MILFORD CENTRAL SCHOOL DISTRICT  
EXHIBIT# 5500-E.4.1  
PARENTS' BILL OF RIGHTS FOR STUDENT  
DATA PRIVACY AND SECURITY  
THIRD PARTY CONTRACTOR SUPPLEMENT**

REQUIRED  
 LOCAL  
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The district engages several third party contractors to provide services. In this capacity, the company may collect, process, manage, store or analyze student personally identifiable information (PII).

The district will require that each third party contractor use the education records only for the purposes explicitly authorized by the district and no other.

The third party contractor will ensure that subcontractors or others that the company shares PII will abide by data protection and security requirements by use of password protections, administrative procedures, encryption and firewalls.

The third party contractor will take reasonable measures to ensure the confidentiality of student PII by maintaining reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personally identifiable student information in its custody; and use encryption technology to protect data from unauthorized disclosure using technology or methodology specified by the secretary of the United States Department of Health and Human Services.

Parents/Guardians may challenge the accuracy of PII held by a third party contractor by contacting, Records Access Officer, Milford CSD, PO Box 237, Milford, NY 13807, (607) 286-7721 x8417; RAO@milfordcentral.org

Once the contractor has completed its service to the district, records containing student PII will be destroyed.

Adopted: January 12, 2017