

## **Education Law §2-D Bill of Rights for Data Privacy and Security Policy**

La Cima Charter School Parents (includes legal guardians or persons in parental relationships) and Eligible Students (student 18 years and older) can expect the following:

1. A student's Personally Identifiable Information (PII) cannot be sold or released for any commercial purpose. 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 FERPA's regulations at 34 CFR 99.3 for a more complete definition.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by La Cima Charter School. This right may not apply to parents of an Eligible Student.
3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.
4. Safeguards associated with industry standards and best practices including but not limited to encryption, firewalls and password protection must be in place when student PII is stored or transferred.
5. A complete list of all student data elements collected by La Cima Charter School is available at

<http://www.lacimacharterschool.org/?L=2&PN=DocumentUploads&DivisionID=%2720545%27&DepartmentID=%2723609%27&SubDepartmentID=%27%27&DocumentID=%2799517%27&TabNo=2#?App> and by writing to:

Director of Operations

La Cima Charter School

800 Gates Ave, 3<sup>rd</sup> Floor

Brooklyn, NY 11221



800 Gates Avenue, 3rd Floor  
Brooklyn, New York 11221  
Phone (718) 443-2136  
Fax (718) 443-7291

#### **OUR MISSION**

To prepare students for academic and life-long success through a rigorous and relevant academic program.

#### **OUR VISION**

To develop students who have the intellectual capacity, social capital and emotional strength of character to be personally successful and to act as effective change-makers in their communities.

6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. Complaints may be submitted to NYSED at <http://www.nysed.gov/data-privacysecurity/report-improper-disclosure>, by mail to:

Director of Operations

La Cima Charter School

800tes Ave, 3<sup>rd</sup> Floor

Brooklyn, NY 11221

7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.

8. La Cima Charter School staff members who handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.

9. La Cima Charter School contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements. Documents related to 3<sup>rd</sup>-party vendors can be found on the school's website

<http://www.lacimacharterschool.org/?L=2&PN=DocumentUploads&DivisionID=%2720545%27&DepartmentID=%2723609%27&SubDepartmentID=%27%27&DocumentID=%2799517%27&TabNo=2#?App>



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