

# Harlem Village Academies

## Parent's Bill of Rights for Data Privacy and Security

**Under New York State's Education Law §2-d, parents (including legal guardians) of a student at Harlem Village Academies have the following rights regarding the privacy and security of the student's personally identifiable information:**

1. A student's personally identifiable information cannot be sold or released for any commercial purposes. Examples of personally identifiable information include direct identifiers such as a student's name or identification number, parent's name, or address, as well as 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.
2. If a student is under age 18, the parent has the right to inspect and review the complete contents of the student's education records.
3. Safeguards must be in place to protect a student's personally identifiable information when it is stored or transferred. These safeguards, including encryption, firewalls, and password protection, must meet industry standards and best practices.
4. Harlem Village Academies staff that handle student personally identifiable data will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices.
5. Educational agency contracts with vendors that receive student personally identifiable data will address statutory and regulatory data privacy and security requirements.
6. Parents will be notified in accordance with applicable laws and regulations if a breach or unauthorized release of student personally identifiable information occurs.
7. Parents have the right to make complaints about possible breaches of student data and to have such complaints addressed. Complaints to Harlem Village Academies should be directed in writing to:

Chief Operating Officer or the Data Protection Officer  
Harlem Village Academies  
35 West 125th Street  
New York, NY 10027

Complaints may also be submitted to NYSED at [www.nysed.gov/data-privacy-security](http://www.nysed.gov/data-privacy-security); 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 telephone at 518-474-0937.

You can find a complete list of the types of student data elements collected by NYSED 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.

**State and federal laws protect the confidentiality of student data.** For a more complete definition of **personally identifiable information**, see [FERPA's regulations at 34 CFR 99.3](#). Other laws that govern student privacy the Family Educational Rights and Privacy Act and the Children's Online Privacy Protection Act.

## **APPENDIX**

### **SUPPLEMENTAL INFORMATION REGARDING THIRD-PARTY CONTRACTORS**

In the course of complying with its obligations under the law and providing educational services, Harlem Village Academies has entered into agreements with certain third-party contractors. Each contract that Harlem Village Academies enters into with a third party contractor where the contractor receives personally identifiable information 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.
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.

