



ENLARGED CITY SCHOOL DISTRICT OF  
**TROY**

TODAY'S STUDENTS. TOMORROW'S LEADERS.

### PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

State and Federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, to be in place when data is stored or transferred.

Troy CSD has adopted various policies to help ensure that personally identifiable information ("PII") of students and staff is protected, that parents/guardians and eligible students have access to their student records for inspection and review, and processes to identify and correct possible breaches of data security are in place.

Troy CSD Board policies are located under the Board of Education menu in the policy manual section 5500.

Parents are directed to the following particular policies relating to data privacy and security relating to student records and PII. These policies are:

- E. 1 Family Educational Rights and Privacy Act (FERPA)
- E.2 Notification of release of student records pursuant to court order or subpoena
- E.3 Application to review student records by parties entitled thereto without consent of parent or student
- E. 4 Application to review student's records and consent thereto by parent or student

Parents/guardians and eligible students have the right to review their student records, including student data maintained by Troy CSD for the student, in accordance with the Family Educational Rights and Privacy Act. Inquiries regarding access to student records should be made to the building principal or program administrator.

A complete list of all student data elements collected by the State is available for public review at the NYS Education Department or by writing to the Chief Privacy Officer at the NYS Education Department. A student's PII cannot be sold or released by Troy CSD for any commercial purposes.

Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to:

Troy CSD District Superintendent  
475 First Street  
Troy, NY 12180  
518.328.5052

***This bill of rights is subject to change based upon regulations of the Commissioner of Education and the NYSED Chief Privacy Officer.***