



Coney Island Prep Data Security and Privacy Policy

Adopted and Approved by Board: [February 27, 2023]

Introduction

The Board of Trustees is committed to maintaining the privacy and security of student data and will follow all applicable laws and regulations for the handling and storage of this data and when disclosing or releasing Personally Identifiable Information (“PII”) to others. The Board adopts this policy to implement the requirements of Education Law § 2-d and its implementing regulations.

Parent and Student Rights Under State and Federal Law

This policy shall include all protections given to parents/persons in parental relationship and students pursuant all State and federal laws that protect student data, including but not limited to Board policies implementing the Family Educational Rights in Privacy Act and the Americans with Disabilities Act.

Parents Bill of Rights

Coney Island Prep, 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. Coney Island Prep establishes the following parental bill of rights:

1. Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
2. A student's personally identifiable information cannot be sold or released for any marketing or commercial purposes by the School or any third party contractor. The School will not sell student personally identifiable information and will not release it for marketing or commercial purposes, other than directory information released by the School in accordance with School policy.
3. Parents have the right to inspect and review the complete contents of their child's education record, including portions of the record that are stored electronically, even when the record is maintained by a third-party contractor.

4. State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' 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.
5. A complete list of all student data elements collected by the State Education Department is available for public review at <http://nysed.gov.data-privacy-security> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234
6. Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to the Data Protection Officer at dataprivacy@coneyislandprep.org, by phone at 949-441-3370, or by mail to 315 Avenue U, Brooklyn, NY 11223. Complaints can also be directed to the New York State Education Department online at <http://nysed.gov.data-privacy-security>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to privacy@mail.nysed.gov or by telephone at 5178-474-0937.
7. Parents have the right to be notified in accordance to applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
8. Parents can expect that all School employees who handle PII will receive annual training on applicable federal and state laws, regulations, the School's policies and safeguards which will be in alignment with industry standards and best practices to protect PII.
9. In the event that the School 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 PII. Parents can request information about third party contractors by contacting Data Protection Officer at dataprivacy@coneyislandprep.org, by phone at 949-441-3370, or by mail to 315 Avenue U, Brooklyn, NY 11223 or can access the information on the School's website.

The School shall publish this Parents Bill of Rights in an appropriate location on the School's website.

Use and Disclosure of Personally Identifiable Data

As part of its commitment to maintaining the privacy and security of student data, the School will take steps to minimize its collection, processing, and transmission of PII. Every use and disclosure of PII by the School shall be for the purpose of benefiting students and the School (e.g., improve academic achievement, empower parents and students with information, and/or advance efficient

and effective school operations), or to comply with State or federal mandates (e.g., reporting requirements).

No personally identifiable information may be included in public reports or other documents, unless otherwise authorized by law.

Nothing in Education Law § 2-d or this policy should be construed as limiting the administrative use of student data by a person acting exclusively in the person's capacity as an employee of the School.

NYSED Chief Privacy Officer

The School will comply with its obligation to report breaches or unauthorized releases of student data to the NYSED Chief Privacy Officer in accordance with Education Law §2-d, implementing regulations, and this policy.

Data Protection Officer

The School shall designate a Data Protection Officer who shall be an employee of the School and responsible for the implementation of this policy and related procedures including those required by Education Law § 2-d and its implementing regulations. The Data Protection Officer will also serve as the main point of contact for data privacy and security for the School.

The Chief Executive Officer shall ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities.

Reporting a Breach or Unauthorized Release

The School shall develop written procedures for complaints of a breach or unauthorized disclosure to the School in accordance with Education Law 2-d and implementing regulations 8 NYCRR §121.4. The procedures shall be posted on the School's website along with this policy.

The Chief Executive Officer or designee will report every discovery or report of a breach or unauthorized release of student data to the NYSED Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

School Data Privacy and Security Standards

The School will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (“Framework”) as the standard for its data privacy and security program.

Third-Party Contractors

Every contract between the School and a third-party contractor, under which a contractor will receive student PII, shall include provisions requiring that the contractor and any sub-contractors maintain the confidentiality of shared student data in accordance with law, regulations, and this policy.

In addition, the School will ensure that these contracts or written agreements include signed copies of the Parents Bill of Rights and the contractor’s data privacy and security plan, in compliance with Part 121 of the Commissioner’s regulations and that has been accepted by the School.

The School will publish on its website a supplement to the Parents Bill of Rights for each contract or other written agreement it has entered with a third-party contractor that will receive PII from the School. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the School's data and/or technology infrastructure.

Contracts and agreements subject to this policy include any written agreements, agreements created in electronic form and signed with an electronic or digital signature or a click wrap agreement that is used with software licenses, downloaded and/or online applications, and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

Annual Data Privacy and Security Training

The Chief Executive Officer or designee shall ensure that annual data privacy and security awareness training is provided the School’s officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. This training may be delivered using online training tools. Additionally, this training may be included as part of the training that the School already offers to its workforce.

Notification of Policy

This policy will be published on the School’s website and a copy shall be given to all officers and staff of the School.

References

New York State Education Law §2-d; 8 NYCRR Part 121