



## **Marianne Jadlos, Principal & Data Privacy Officer**

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Trinity Catholic School is committed to ensuring the confidentiality of student data while enabling that information to be used appropriately to improve student outcomes.

This informational page is outlined to provide Trinity Catholic School families with information related to this subject matter in accordance with New York State Education Law 2D.

### **Trinity Catholic School Education Law 2-d Bill of Rights for Data Privacy and Security**

Parents and students can expect the following:

1. A student's personally identifiable information (PII) cannot be sold or released for any commercial purpose.
2. The right to inspect and review the complete contents of the student's education record stored and maintained by an educational agency.
3. State and Federal laws, such as NYS Education Law 2-d and the Family Educational Rights and Privacy Act, that protect the confidentiality of a student's PII, and 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.
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 student data elements collected by Trinity Catholic School is available for public review by writing to: Principal, 188 Main Street, Massena, NY 13662.
6. The right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints may be submitted by mail to Principal, 188 Main Street, Massena, NY 13662 or by emailing [principal@trinitycatholicschool.net](mailto:principal@trinitycatholicschool.net) or by telephone at 315-769-5911.
7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
8. Educational agency workers that handle PII will receive training on applicable state and federal laws, the educational agency's policies and safeguard associated with industry standards and best practices that protect PII.
9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.