



# Hawthorne Foundation Inc.

A Behavioral Approach to Lifelong Care<sup>®</sup>

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## **Hawthorne Country Day School Parents' Bill of Rights for Student Data Privacy and Security Policy.**

Hawthorne Foundation Inc., doing business as Hawthorne Country Day School ("HCDS") has adopted New York's Parents Bill of Rights for Data Privacy and Security (the "Bill of Rights") as set forth herein. In this Bill of Rights, "Parent" means a parent, legal guardian, or person in parental relation to a student. HCDS agrees that, with respect to any records held by HCDS containing a student's data:

- (a) A student's personally identifiable information cannot be sold or released for any commercial purposes;
- (b) Parents have the right to inspect and review the complete contents of their child's education record;
- (c) 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, must be in place when data is stored or transferred;
- (d) A complete list of all student data elements collected by the State is available for public review at <http://www.nysed.gov/common/nysed/files/programs/student-data-privacy/collected-data-elements.pdf> or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234; and
- (e) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to HCDS's Data Privacy Officer (as set forth in the complaint procedure below) or to NYSED. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).

Note: information on links to information available from and how to contact the New York State Education Department come from the NYSED website and is subject to any changes made by NYSED.