

DATA PRIVACY PLAN AND PARENTS' BILL OF RIGHTS

FOR DATA SECURITY AND PRIVACY

Purpose

This Parents' Bill of Rights is provided pursuant to New York Education Law §2-d and Part 121 of the Commissioner's Regulations. It applies whenever University Preparatory Charter School for Young Men (UPrep) shares student, teacher, or principal personally identifiable information (PII) with a third-party contractor.

1. **Use of Data:** Student, teacher, and principal PII will only be used to provide the contracted services authorized by UPrep.
2. **No Sale of Data:** The contractor will not sell, rent, or use PII for marketing or commercial purposes.
3. **Security Safeguards:** The contractor will maintain administrative, technical, and physical safeguards consistent with industry standards, including encryption of PII in transit and at rest, access controls, multifactor authentication where appropriate, audit logging, and secure data storage.
4. **Limited Access:** Only employees or subcontractors with a legitimate educational interest and a need to know may access PII. All personnel will receive privacy and security training.
5. **FERPA and State Law:** The contractor will comply with FERPA, New York Education Law §2-d, Part 121, and all other applicable federal and state privacy laws.
6. **Data Breach Notification:** The contractor will notify UPrep of any actual or suspected unauthorized disclosure or breach involving PII as quickly as possible and without unreasonable delay, cooperate in any investigation, and comply with all applicable notification requirements.
7. **Return or Destruction:** Upon termination of the contract, the contractor will securely return or destroy all PII unless otherwise required by law.
8. **Parent Rights:** Parents and eligible students have the right to inspect and challenge the accuracy of student data maintained by the District in accordance with applicable law.
9. **Complaints:** Parents may file complaints regarding possible breaches of student data privacy with UPrep or with the New York State Education Department Chief Privacy Officer.
10. **District Contact:** UPrep should designate its Data Protection Officer or Privacy Officer and include current contact information before distribution.
11. **Publication:** This Parents' Bill of Rights shall be made available with applicable third-party contracts and on the District's website as required by law.

Acknowledgment

Vendor Name: _____

Authorized Representative: _____