PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

Your rights

Urban Dove Team Charter Schools protect student information under New York Education Law § 2-d, 8 NYCRR Part 121, FERPA, and other applicable laws. This notice explains the rights of parents, legal guardians, persons in parental relation, and eligible students. FERPA rights generally transfer to the student at age 18 or when the student attends a postsecondary institution, subject to lawful exceptions.

1. Your student's information cannot be sold or used for marketing

A student's personally identifiable information cannot be sold or used or released for commercial or marketing purposes. This restriction applies to the Schools and their contractors and subcontractors, including information designated as directory information. PII includes names, student numbers, addresses, and other details that can identify a student alone or when combined.

2. You may inspect and review education records

Parents and eligible students may inspect and review the complete contents of the student's education records maintained by the School or on its behalf. Contact the School Leader or Data Protection Officer (DPO) to request access. The School will verify identity and authority and provide access within a reasonable time, no later than 45 days after receiving the request. Earlier deadlines apply where required by special education rules. If circumstances prevent in-person review, the School will make arrangements that allow access.

3. You may request a correction and control certain disclosures

You may request correction of information you believe is inaccurate, misleading, or violates the student's privacy rights. If the School declines to amend a record, it will explain applicable hearing rights and the right to add a statement after the hearing process. Written consent is generally required before disclosure of PII from education records unless a lawful exception applies.

4. Student information must be protected

State and federal laws protect the confidentiality of student PII. The Schools and their contractors must maintain safeguards consistent with applicable standards and law, including encryption, firewalls, password protection, and limits on access. Covered information must be protected when stored or transmitted. See the Schools' Data Security and Privacy Policy for the safeguards and responsibilities governing this information.

5. You may review the data collected by New York State

NYSED's inventory of student data elements is available at:
Student Data Inventory | New York State Education Department
You may also request this information by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

6. You may report a possible privacy breach

Parents and eligible students have the right to have complaints about possible breaches or unauthorized releases addressed. Submit concerns to the Schools' designated DPO:

Name and title: Michael Lukauskas, Associate Director of Data and Programming
Business mailing address: 21-21 41st Avenue, Suite 2D, Long Island City, NY 11101
Email: info@urbandove.org
Telephone: 212-244-2313

Identify the School, explain what occurred and approximately when, and provide contact information. Avoid including sensitive records in unsecured email. The DPO will arrange secure submission if needed.

The School will promptly acknowledge and investigate the complaint, take protective steps, and provide findings within a reasonable period, ordinarily within 60 calendar days. If an extension is necessary or disclosure could compromise security or a law enforcement investigation, the School will explain the reason in writing and provide an anticipated response date.

7. You may contact NYSED directly

You do not need to complete the School's complaint process before contacting NYSED. File a privacy complaint through: https://www.nysed.gov/data-privacy-security/parents-and-students-file-privacy-complaint
Or write to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
FERPA concerns may also be directed to the U.S. Department of Education's Student Privacy Policy Office: https://studentprivacy.ed.gov/file-a-complaint

8. You have a right to required breach notifications

If the student's PII is breached or released without authorization, affected parents or eligible students will receive notice in accordance with applicable law. Notice must be provided as expediently as possible without unreasonable delay, no later than 60 calendar days after the School discovers the incident or receives a contractor's notification, subject to legally permitted delay. It will describe the incident, the data involved, protective actions, and how to obtain assistance.

9. You may review required contractor disclosures

The Schools must publish a supplement for each agreement under which a third-party contractor receives student PII or protected teacher or principal evaluation data. Each supplement must identify the purposes of use; protections required of subcontractors and other authorized recipients; the contract term and what happens to data at expiration; how accuracy may be challenged; and the general storage location and security protections, including encryption.
The Parents' Bill of Rights will be included with each applicable contractor agreement. Parents may request the supplements from the DPO.