



Spotted Zebra Learning Center

Parents' Bill of Rights

The Spotted Zebra Learning Center seeks to use current technology, including electronic storage, retrieval, and analysis of information about student's educational experience both within and outside the Learning Center, to enhance the opportunities for learning and to increase the efficiency of our school operations.

The Spotted Zebra Learning Center seeks to ensure that parents have information regarding how the Learning Center stores, retrieves, and uses information about students, and to meet all legal requirements for maintaining the privacy and security of protected student data and protected staff data, including Section 2-d of the New York State Education Law.

Parents (including legal guardians or persons in parental relationships) and Eligible Students (students 18 years and older) can expect the following:

1. Student's personally identifiable info (PII) cannot be sold or released for commercial purpose;
 - As defined by Education Law § 2-d and the Family Educational Rights and Privacy Act, PII includes direct identifiers such as name/identification number, parent's name or address, and indirect identifiers such as date of birth, which when used with other information can be used to distinguish or trace a student's identity. Please see FERPA regulations at 34 CFR 99.3 for a more complete definition;
2. Parents have the right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency;
3. 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;

4. A complete list of all student data elements collected by NYSED is available at:
www.nysed.gov/data-privacy-security/student-data-inventory or by writing to:

Chief Privacy Officer,

New York State Education Department,

89 Washington Avenue, Albany, NY 12234

5. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. Parents may submit a complaint regarding a possible breach to Sheri Canfield at sheri@spottedzebra.org. Complaints may also be submitted by mail to the NYS Education Department by mail to the address under item 5 or to:

Spotted Zebra Learning Center,

26 Computer Drive East, Albany, NY 12205

6. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs;
7. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII;
8. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements