



MAIN OFFICE

18 Broad Street, Johnson City, NY 13790 Phone 607-798-7117 Fax 607-798-0074

FINANCE, HR, & QA OFFICES

840 Upper Front Street, Binghamton, NY 13905 Phone 607-217-0066 Fax 607-217-0069

RESIDENTIAL OFFICES

1329 Campville Road, Endicott, NY 13760 Phone 607-205-1077 Fax 607-953-4243

RESPIRE SERVICES

147 Front Street, Binghamton, NY 13905 Phone 607-348-0417 Fax 607-238-1687

Parents Bill of Rights for Data Privacy and Security

Handicapped Children's Association - DBA Helping Celebrate Abilities (HCA) seeks to use current technology, including electronic storage, retrieval, and analysis of information about students' education experience in the agency, to enhance the opportunities for learning and to increase the efficiency of our operations. To assist in meeting legal requirements for maintaining the privacy and security of protected student data and protected director and teacher data, including Section 2-d of the New York State Education Law, HCA has posted this Parents Bill of Rights for Data Privacy and Security.

- (1) A student's personally identifiable information cannot be sold or released for any commercial purposes.
- (2) Parents have the right to inspect and review the complete contents of their child's education record.
- (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 the State is available at <http://www.nysed.gov/data-privacy-security/student-data-inventory> and a copy may be obtained by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
- (5) Parents have the right to have complaints about possible breaches of student data addressed.
 - Parents may make a written report of a possible breach of student data to the HCA Data Protection Officer Brent Kenny by email at b.kenny@hcaserves.com or by regular mail at 840 Upper Front St. Binghamton, NY 13905.
 - Complaints may also be directed in writing to the Chief Privacy Officer, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 1223 or by submitting a form at: <http://www.nysed.gov/data-privacy-security/report-improperdisclosure>.