

## **STUDENT DATA PRIVACY OFFICER**

**AR5550**

### **OBJECTIVE:**

To monitor issues related to the protection of student educational data.

### **SCOPE:**

The Student Data Privacy Officer will likely, but not necessarily, be the Chief Information Officer (CIO) for the district. The Student Data Privacy Officer is a title that is added to the existing responsibilities of an existing employee. As such, the Student Data Privacy Officer's direct supervisor is determined by his or her primary role within the district. However, all duties and responsibilities specifically related to the role of Student Data Privacy Officer will be overseen directly by the Superintendent of Schools.

### **RESPONSIBILITIES:**

1. Monitor data that the School District is required to submit to New York State Education Department (NYSED) or to any NYSED sanctioned outside entity.
2. Make a report in public session once a year that informs the public of the data that the School District is required to submit to New York State Education Department (NYSED) or to any NYSED sanctioned outside entity.
3. Notify the Superintendent of Schools and the Board of Education whenever the NYSED or any other outside agency sanctioned by NYSED requests additional data/data fields from the School District.
4. Ensure that the district is complying with all Federal and State requirements for data privacy and parental notification/opt-out procedures.
5. Train all staff annually on issues related to data privacy and security.

September 2014

Renumbered from AR2425.16 – March 2016

Revised January 2018