



## Little Meadows' Parent's Bill of Rights

At Little Meadows, we prioritize the privacy and security of every student's data. As parents, you have essential rights concerning your child's information, and we are committed to upholding these rights:

1. **Data Protection:** Your child's personally identifiable information will never be sold or released for commercial purposes.
2. **Data Access:** You have the right to inspect and review your child's complete education record.
3. **Confidentiality and Security:** We adhere to state and federal laws to protect the confidentiality of your child's personally identifiable information. Robust safeguards like encryption, firewalls, and password protection are in place for data storage and transfer. Third-party contractors we work with also follow the National Institute of Standards and Technology Cybersecurity Framework.
4. **Review of Data Elements:** A comprehensive list of all student data elements collected by the State Education Department is available for public review at:

[https://www.nysed.gov/sites/default/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed\\_0.pdf](https://www.nysed.gov/sites/default/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed_0.pdf)

5. **Filing Complaints:** You can file complaints about possible breaches of student data. If you suspect a breach within Little Meadows, submit a complaint [using this form](#) to:

Jason Lenes - Data Quality Assurance Director  
6725 188<sup>th</sup> St  
Fresh Meadows, NY 11365  
[jlenes@littlemeadows.org](mailto:jlenes@littlemeadows.org)

We will promptly acknowledge and investigate any complaints to protect your child's personally identifiable information. Complaints related to the State Education Department or third-party vendors should be directed to:

Chief Privacy Officer  
New York State Education Department  
89 Washington Avenue  
Albany, New York 12234  
[CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov)

How to submit complaints to the DOE:

Chief Privacy Officer  
Office of the General Counsel Room 308  
New York City Department of Education  
52 Chambers St, New York, NY 10007  
studentprivacy@schools.nyc.gov

6. **Data Breach Notification:** In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third-party contractors are legally required to notify Little Meadows within seven (7) days of discovery.
7. **Supplemental Information:** If Little Meadows shares student, teacher, or principal data with a third party under a contract, we will append supplemental information for each such contract to this Parents' Bill of Rights.

We value your trust and are committed to providing a safe and secure environment for your child's education. If you have any questions or concerns about data privacy, please don't hesitate to contact us.