Evergreen Charter School

Data Privacy & Security Policy

Purpose

Evergreen Charter School ("ECS") is committed to protecting the privacy and security of student, parent, teacher, and staff information. ECS complies with:

- New York State Education Law §2-d
- 8 NYCRR Part 121
- Family Educational Rights and Privacy Act (FERPA)
- Children's Online Privacy Protection Act (COPPA)
- Protection of Pupil Rights Amendment (PPRA)
- Individuals with Disabilities Education Act (IDEA)

This Parents' Bill of Rights explains how ECS protects Personally Identifiable Information ("PII") and the rights of parents and eligible students regarding such information. (New York State Education Department)

Parent and Student Rights

Parents and eligible students have the following rights:

1. No Sale of Student Information

Student personally identifiable information shall never be sold or disclosed for commercial or marketing purposes.

ECS does not sell student information to any third party.

2. Right to Access Records

Parents and eligible students have the right to inspect and review the complete contents of the student's education records in accordance with FERPA and applicable New York State law.

3. Protection of Confidentiality

Federal and State laws protect the confidentiality of student information.

ECS implements reasonable administrative, technical, and physical safeguards to protect student data during storage, transmission, and processing, including:

- Encryption of sensitive data
- Multi-factor authentication
- Firewall protection
- Secure cloud services
- Access controls
- Security monitoring
- Secure backup systems

4. State Data Inventory

A complete list of student data elements collected by the New York State Education Department is available through NYSED.

Parents may review these data elements through the NYSED website or by contacting the school.

5. Right to File Complaints

Parents and eligible students may submit complaints regarding alleged breaches or unauthorized disclosures of student information.

Complaints may be directed to:

Data Protection Officer
Evergreen Charter School
28 Richardson Place

Hempstead, NY, 11550

Phone: (516) 226 - 8681

Email: privacy@ecsli.org

Parents may also file complaints with the:

New York State Education Department
Chief Privacy Officer

89 Washington Avenue
Albany, NY 12234

Website: NYSED Data Privacy Office

Data Collection and Use

ECS collects only information necessary to:

- Educate students
- Meet state reporting requirements
- Support special education services
- Ensure student safety
- Provide transportation services
- Operate educational technology platforms
- Administer assessments
- Maintain school operations

Information collected may include:

- Student name
- Student ID
- Parent contact information
- Attendance records
- Grades and assessments
- Program participation
- Special education records
- Health information as permitted by law

Third-Party Service Providers

ECS utilizes educational technology vendors and service providers to support instruction and school operations.

Examples may include:

- Microsoft 365
- Google Workspace for Education
- Clever
- ClassLink
- SchoolTool
- Frontline Education
- PowerSchool
- Special education management platforms
- Assessment platforms
- Learning management systems

Each vendor receiving protected student information must:

- Sign a compliant Data Privacy Agreement
- Comply with Education Law §2-d
- Follow ECS security requirements
- Restrict access to authorized personnel
- Notify ECS of data breaches without unreasonable delay
- Securely destroy data upon contract termination

Data Security Standards

ECS maintains a comprehensive Data Security and Privacy Program aligned with:

- NIST Cybersecurity Framework
- New York State Education Department requirements
- Industry best practices

Security controls include:

- Access management

- Least privilege permissions
- Endpoint protection
- Security awareness training
- Vulnerability management
- Backup and disaster recovery procedures
- Incident response procedures
- Annual policy review

Third-party contractors must maintain equivalent safeguards.

Data Retention and Destruction

Student records shall be retained in accordance with:

- New York State Records Retention Schedules
- NYSED guidance
- Applicable federal regulations

When data is no longer required, ECS and its contractors shall securely destroy or sanitize such information using industry-accepted methods.

Data Breach Notification

If ECS becomes aware of a breach involving student information:

1. The incident will be investigated immediately.
2. Affected individuals will be notified when required by law.
3. Appropriate remediation measures will be implemented.
4. Required notifications will be made to NYSED and other authorities.

Annual Review

This policy shall be reviewed annually by school administration and updated as necessary to reflect changes in:

- Law
- Regulation
- Technology
- School operations

Contact Information

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