# Student Data Privacy Rights

## Family Educational Rights and Privacy Act

FOR NORTHERN RIVERS FAMILY OF SERVICES AND MEMBER AGENCIES

**NEIL HELLMAN SCHOOL**
60 Academy Road
Albany, NY 12208
518.426.2766

**EARLY LEARNING CENTER**
125 Bigelow Street
Schenectady, NY 12304
518.292.5510

**SCHOOL AT NORTHEAST**
1821 Hamburg Street
Schenectady, NY 12304
518.346.1273

The Family Educational Rights and Privacy Act (FERPA) gives parents and students certain rights with regard to education information. This notice explains your rights; how student information is used, protected, and may be disclosed; how you can get access to this information; and how to file a complaint if you have concerns.

## What is FERPA?

The Family Educational Rights and Privacy Act, or FERPA, provides parents with the right to inspect and review their and review their children's education records; the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy; and the right to consent to the disclosure of personally identifiable information from their children's education records.

## What rights do parents and eligible students have?

Parents have rights with regard to their children's education records. When the student reaches age 18 or attends an educational institution above high school, these rights will transfer to the student who is then referred to as an "eligible student."

## What are my rights?

Parents and eligible students have the right to:

- Receive a copy of the education records: Send requests for education records in writing to the school where the student is enrolled or, for discharged students, to Northern Rivers Closed Records Department. You will receive a copy of the education records within 45 days after the written request is received.

- Inspect and review education records from the school.

- Request corrections. If you believe the student's record is incorrect or misleading, you have the right to submit a request to the school to correct it. If the school denies your request to correct the record, you have the right to notify the Northern Rivers Privacy Officer to request a formal hearing. If you disagree with the decision made at the hearing, you have the right to place a statement in the student's record contesting the information.

- A student's personally identifiable information cannot be sold or released for any commercial purposes.

**NORTHERNRIVERS**

## How is education information released?

Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose records and to use student data, without consent in accordance with 34 CFR § 99.31.

Ways school staff may use student information:

- Identifying students' talents and special requirements
- Monitoring students' academic progress
- Developing successful teaching and learning strategies
- Developing educational tools for personalized learning

## How is student information shared?

Student information can be shared without consent with the following individuals or entities:

- Other schools to which a student is transferring to
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or court subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

## How do I file a complaint?

If you feel your information has not been protected as outlined in this notice, you have the right to file a complaint with the Northern River's Privacy Officer, listed below, or with the U.S. Department of Education:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202


If you have any questions, please contact:

**Susanne Alterio**
**Privacy Officer**
**Susanne.Alterio@northernrivers.org**
**518.426.2600**