

| <b>SUBJECT: Children's Services Data Security and Privacy Policy</b> |                            |                           |
|----------------------------------------------------------------------|----------------------------|---------------------------|
| <b>1.0</b>                                                           | <b>POLICY</b>              | Classification:           |
| <b>2.0</b>                                                           | <b>APPLICABILITY</b>       | Policy #: 3005-112        |
| <b>3.0</b>                                                           | <b>GENERAL INFORMATION</b> | Effective Date: 12/8/2025 |
| <b>4.0</b>                                                           | <b>REFERENCES</b>          | Revised Date: N/A         |

## **1.0 POLICY**

1.1 Policy. The protection and utilization of Student, Teacher and Principal Data (as defined in Education Law 2-d, collectively "Data") must be handled in a manner consistent with applicable federal and state laws. This policy establishes the standards for the protection of Data within Children's Services at Center for Disability Services ("CFDS"). For purposes of this policy, Children's Services includes all Langan School and CloverPatch sites (including at Prospect Center).

## **2.0 APPLICABILITY**

2.1 Workforce. This policy applies to all members of the Children's Services workforce at CFDS, including, but not limited to, employees, volunteers, interns, trainees, contractors, and consultants who provide or perform services for, or on behalf of, Children's Services at CFDS, whether or not they are paid by CFDS (collectively, the "Workforce"). For purposes of this policy, Children's Services includes all Langan School and CloverPatch sites (including at Prospect Center).

## **3.0 GENERAL INFORMATION**

- All Data must be protected in accordance with applicable CFDS and Children's Services policies and procedures.
- Access to Data must be requested and granted. Only Workforce members that require access to Data shall be provided access to such Data.
- All Data and back-ups must be disposed in a secure manner in accordance with applicable laws, rules, regulations, CFDS and Children's Services policies and procedures.
- Training and awareness of Data handling, protection, privacy and security shall be provided to Workforce members.
- A Data Privacy Officer (as defined in Education Law 2-d) shall be appointed with responsibility for Data protection and privacy.

## **4.0 REFERENCES**

20 U.S.C. § 1232g

34 C.F.R., Part 99

Education Law § 2-d

8 NYCRR, Part 121