

Student Privacy Annual Notices with Families

The DOE takes the confidentiality of information about students very seriously. There are several federal and state laws, such as the Family Educational Rights and Privacy Act (FERPA) and New York State Education Law 2-d, and local regulations, such as [Chancellor's Regulation A-820](#), that protect students' "personally identifiable information" (PII). These laws also place responsibilities on the DOE and outside parties that are given access to students' PII, including the requirement for the DOE and schools to provide families with the following annual notices:

- [Annual FERPA Notification](#) (scroll to the bottom of the page for parent letter and translations); and
- [Parent Bill of Rights for Data Privacy and Security](#).

You may distribute these notices in a variety of ways, including as part of your school's handbook, backpacking them home, posting them on school bulletin boards, and/or displaying them on your school's website.

As you and your staff get ready for the new school year, please review the [Data Privacy and Security Policies](#), including an overview of the laws and regulations, a summary of parents' rights, and an outline of the responsibilities placed on the DOE to keep students' PII confidential. A new InfoHub page with additional resources for schools, including last year's student privacy training, will be posted in the coming weeks.

For questions, please email studentprivacy@schools.nyc.gov.

Software Data Privacy and Security Process

As shared in the [email you received](#) from Emma Vadehra on August 30, the DOE will require comprehensive security vetting for products and services used by all DOE schools, starting with software; this process will take place in three stages. You, or your designee, should share the [details of the process](#) with your staff. Additionally, please review the following information and take appropriate action:

Survey for Third-Party Apps: Please complete [this survey](#), to confirm all software your school uses, by **November 4**. Note that you must account for all software, regardless of purchase price, including free or donated software. Software that is not included on this list will not go through the data security process and will not be permitted for use in the future.

Review of Data Processing Agreements (DPAs): If you wish to use third-party software product that requires the sharing of [personally identifiable information \(PII\)](#), you must check the [Enterprise Request Management Application \(ERMA\)](#) to review the status of the vendor and product. If the product you would like to use is listed as "Completed," then you are authorized to use it. If the product is not listed, you should email ITDataRequest@schools.nyc.gov to determine the status of the product.

For more information, review the [Software Data Privacy and Security Process](#) Infohub page. For more information on student privacy, review the September 6 edition of Principals Digest. Information on subsequent stages in the process will be shared in future editions of Principals Digest. For questions, email ITDataRequest@schools.nyc.gov.

Expiration Date Extension and Distribution for iHealth COVID-19 Tests FYI

Please note that as per the Food and Drug Administration (FDA), the [expiration date on iHealth tests](#) you received last school year and over the summer have been extended by 9–12 months. Therefore, even if the expiration date is approaching, or has passed recently, these tests are acceptable for use. When distributing tests, please ensure that the tests expiring soon, as well as those that have already expired and within **the 9–12 month extension**, are distributed first. For COVID-19 guidance for the 2022–23, review the [School Health Policy](#) InfoHub page. Your custodian engineers have been informed of this policy.