# Altmar-Parish-Williamstown Central School District o 639 County Route 22 • Parish, NY 13131 (315) 625-5250 (315) 625-7952 (315) www.apwschools.org

Additional Information

# District Office







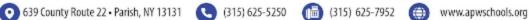
### **Unauthorized Disclosure Complaint Form**

Parents, eligible students (students who are at least 18 years of age or attending a postsecondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principal data using this form. A privacy complaint may be made by filling out and emailing this form to the district's Data Protection Officer at LBurrows@apw.cnyric.org or by mailing it to 639 County Route 22, Parish, NY 13131.

**CONTACT INFORMATION** First Name: Last Name: Phone Number: Email: Role: IMPROPER DISCLOSURE OR BREACH INFORMATION Date violation occurred: Description of Data Compromised: Description of Improper Disclosure or Breach:

# Altmar-Parish-Williamstown Central School District

## District Office









### **Unauthorized Disclosure Complaint Procedure**

For any unauthorized disclosure complaint, APW CSD will follow the cybersecurity incident phases that include:

- Identify
- **Assess**
- Respond
- Report
- Review
- 1. Once a report has been received by the Data Privacy Officer (DPO), the district will investigate the matter and document the following:
  - a. What is the cause?
  - b. What systems are being impacted?
  - c. How widespread is it?
  - d. Which stakeholders are affected?
- 2. Once the cause has been determined and appropriately isolated, the district will remove the vulnerabilities leading to the incident.
- 3. As required by Part 121 of the Commissioner's Regulations the district will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies.
- 4. Communication with parents/community members will be disseminated via the school district superintendent or designee.