



Altmar-Parish-Williamstown Central School District

District Office

 639 County Route 22 • Parish, NY 13131  (315) 625-5250  (315) 625-7952  www.apwschools.org

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:

Additional Information



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.