

**CO-OP SUMMER ENRICHMENT PROGRAM
EMPLOYEE PUBLICITY WAIVER & RELEASE**

PHOTOGRAPH, RECORDING AND PUBLICITY RIGHTS. As an employee at Co-Op Summer Enrichment Program you may appear in audio, visual, and/or audiovisual media recordings and images of the Co-Op Summer Enrichment Program and related promotional or documentary materials. You agree to your appearance in such recordings, images and materials, and you waive any publicity rights or other rights you may have in such recordings, images and materials. You consent to the use of such recordings, images and materials by the STEM Alliance of Larchmont-Mamaroneck for any purpose without any compensation to you. Those uses may include, without limitation: transcription, modification, reproduction, public display, printing, uploading to websites, distribution, broadcast, and transmission in any form. You hereby release the STEM Alliance of Larchmont-Mamaroneck from, and waive any claims related to, the making and/or use of any such images, recordings and materials pursuant to this Publicity Waiver and Release.

EMPLOYEE NAME: _____

SIGNATURE: _____

(if under 18, a parent or guardian must sign this document - not the employee)

DATE: _____

**ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR
STUDENT & FAMILY DATA PRIVACY & SECURITY**

CONFIDENTIALITY. As an employee at Co-Op Summer Enrichment Program, you may come in contact with personally identifiable information about children and their families. This information is private and confidential. All Co-Op Summer Enrichment Program employees are required to maintain complete confidentiality of all personal and private information. Furthermore, access to such information is only permissible if the information is for legitimate educational interests that are relevant to the work that the employee is conducting with the child and the child's family. Any access to such information will be strictly prohibited without prior written consent of the Co-Op Director. The rights of children and their families are outlined in the Mamaroneck Union Free School District's **PARENTS' BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY**. Please read this document carefully as you are required to abide by the requirements set forth in the document.

By signing below you acknowledge and confirm that you have fully read and understand the **Mamaroneck Union Free School District's PARENTS' BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY** and that you will follow all of the Student & Family Data Privacy and Security standards that are outlined in that document.

EMPLOYEE NAME: _____

SIGNATURE: _____

DATE: _____

PARENTS' BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY

The Mamaroneck Union Free School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information in educational records from unauthorized access or disclosure in accordance with State and Federal law. Personally identifiable information is defined as any information in a student's educational records capable of identifying the student. The Mamaroneck Union Free School District establishes the following parental bill of rights:

- Student personally identifiable information will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- Parents have the right to inspect and review the complete contents of their child's education record (for more information about how to exercise this right, see 5500-R).
- State and federal laws protect the confidentiality of personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- A complete list of all student data elements collected by the State Education Department is available for public review at <http://www.p12.nysed.gov/irs/sirs/>.
- A student's personally identifiable information cannot be sold or released for any commercial purposes by a third party contractor. The district will not sell student personally identifiable information and will not release it for commercial purposes, other than directory information released by the district in accordance with district policy.
- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student Personally identifiable information. Parents can request information about third party contractors by contacting the Director of Research Assessment and Accountability at Mamaroneck UFSD, 1000 W. Boston Post Road, Mamaroneck, NY 10543 **or** can access the information on the district's website www.mamkschools.org.
- Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Director of Research Assessment and Accountability at Mamaroneck UFSD, 1000 W. Boston Post Road, Mamaroneck, NY 10543. Complaints can also be directed to the New York State Education Department by writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to CPO@mail.nysed.gov.

Adopted August 30, 2016