

## DATA PRIVACY PRACTICES

Pursuant to the requirements of state and federal law, the following constitutes the Northfield Public Schools' Annual Notification to parents and students regarding data privacy practices. Northfield Public Schools has adopted a Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary, the policy provides:

### **1. Privacy Rights:**

Educational records that identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the parent or guardian of the student or of a student, age 18 or older, or if the student attends a post-secondary institution. This general rule is subject to specific and limited exceptions that cannot be set out here due to limitations of space, but which are set out in the complete policy.

### **2. Directory Information includes the following:**

- Student's name
- Parent's name, address, telephone number
- Student's date of birth
- Student's major field of study
- Student's dates of school attendance, grade level completed, enrollment status
- Student's participation in officially recognized activities/sports
- Student's height and weight, if a member of an athletic team
- Middle and High School Student Athletic Physical Examination Expiration Date
- Student's degrees, honors, and awards received
- Student's most recent educational agency or institution attended
- Student's photograph(s), videotapes and other visual representations for school-approved publications, electronic newsletters, yearbooks, newspapers, public presentations, and web pages, including district, school and department social media sites.

Student Directory information may be released to the public without prior consent unless the parent or student, age 18 or older, has objected in writing to the release of the above categories of information.

### **3. Inspection of Records:**

Parents of a student or a student, age 18 or older, may request to inspect and review any of the student's educational records except those which are, by state and federal law, made confidential. The school district will comply with the request immediately, if possible, and if not, within five working days. In certain special circumstances, an additional five working days may be required in order to comply. Copies of the record may be obtained at a reasonable fee as established by the school district.

### **4. Challenge to Accuracy of Records:**

A parent or student, age 18 or older, who believes that specific information in the student's educational record is inaccurate, misleading, incomplete, or violates the privacy or other rights of the student may request the school district amend the record in question. If the building principal, within a period of 30 calendar days, declines to amend the record as requested, the parent or student, age 18 or older, will be advised in writing of their right to request and obtain a review of the request with the Superintendent. If as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy or other rights of the student, the parent or student, age 18 or older, will be notified of their rights to place a statement with the record commenting upon it and setting out any reason for disagreeing with the decision of the school district. The decision of the Superintendent is the final decision of the school district and may be appealed under the provision of the State Administrative Procedure Act, Minn. Stat. C 15, relating to contested cases.

***5. Transfer of Records to Other Schools:***

The school district forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request of that school or school district. A parent of a student who is 18 years of age may request and receive a copy of the records that are transferred and may, pursuant to this policy, challenge the accuracy of the records. The district does not, however, notify parents or students, age 18 or older, prior to such a transfer.

***6. Complaints of Non-Compliance:***

Parents or students, age 18 or older, who feel there has been a violation of the rights accorded them, may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW; Washington, D.C. 20202-8520.

This review of the data privacy rights of students in the educational records maintained by the Northfield Public Schools is intended only to be a summary of the provisions of the district policy and applicable state and federal law. Requests for copies of the policy and questions should be addressed to: Dr. Matt Hillmann, Superintendent, Northfield Public Schools, 201 Orchard Street South, Northfield, MN 55057.