Bronx Global Learning Institute for Girls Charter School
The Shirley Rodriguez-Remeneski School
"Where Every Girl is a Leader!"

# Data Security and Privacy Policy

The privacy of our students and staff is of utmost importance. In order to ensure that the personally identifiable information is secured, we have the following processes in place:

1. Any family that applies to our school through the lottery goes through SchoolMint which is a secure, citywide application site that collects the name, address, phone number, email address, grade and gender of the student. This site is only accessible to select individuals who work with the lottery process.
2. Any individual that applies for a position in the institution provides their resume through Indeed which only the administration team have access to. Any individual that is provided an application thereafter will have their information scanned into the Google Drive and the paper will be shredded. The Google Drive is only accessible by the Business Manager who determines if and to whom the information will be shared with.
3. Student records are scanned into a Google Drive which are only accessible to those designated by the Business Manager. This drive is updated with the recent documents such as medical excuse letters, report cards, change of address forms, etc.
4. A Google email account is created for all students and staff members by the IT School Aide or Business Manager. A temporary password is created in which the individual is then prompted to change into a personal password. All email accounts are managed by the Business Manager and his/her designee.
5. Programs in which personally identifiable information is uploaded or needed is purchased and used with the authorization of the principals and Executive Director. The upload of all personally identifiable information is done by the IT School Aide or by direction of the Business Manager/ Executive Director.
6. All social media and inappropriate websites are blocked from the institution's WIFI and internet capability.
7. Both the Business Manager and IT School Aide is in constant communication with the IT company, Document Solutions, to ensure that everything is as updated as possible to protect our students and employee's information.
8. Any request of student information is only provided with the guardian's written permission.
9. Student information, such as address, grades and medical conditions is not provided to anyone who is not listed in the Emergency contact form filled out by the Guardian at the beginning of the school year.
10. Any changes needed to be made to any student forms will need to be done solely by the guardian.
11. No personally identifiable information is posted online without the written consent of the guardian.

While we ensure that all of our data is secured by closely monitoring the students while they are using the Chromebooks and ensure that only certain educational programs are being used, there are steps that can be taken to further secure our student body.

The following steps can be taken to further secure our student body:

1. Review all programs being used and ensure that they are following the NIST Cybersecurity Framework, the school's data security and privacy policy, Ed. Law 2-d and regulations.
    a. If not, require them to do so in order to continue using the service or finding an alternative program.
2. Run a quarterly diagnostic of our school's firewalls and internet security including the student and staff email addresses to ensure that there is no breach.
    a. If there is, swift action is to be taken to minimize any exposure.
3. Remind parents that they have rights including the review of their child's educational records to ensure that it is accurate.
    a. If it is not, they should report this to the Data Protection Officer to ensure that it is remedied as soon as possible.
4. Incorporate professional developments about data safety and security for staff members and lessons about internet safety for all students.

This is not a complete list as the law changes over time. With these added steps, we can ensure that the information of our students and staff members are secured and free from breach.