

## REPORT AN IMPROPER DISCLOSURE

\*REQUIRED

### General Instructions:

Please be mindful not to include any information in this form that would constitute Student, Teacher, or Principal personally identifiable information (collectively referred to as PII). \*\* RCA will contact you if additional information is needed.

By diligently filling out this form, you are initiating a crucial process. You are filing a complaint with the RCA privacy office, alleging that an unauthorized person has disclosed or accessed PII. Your concerns are of utmost importance to us.

If you are an educational agency seeking to report a breach or unauthorized disclosure of PII, do not complete this form. Please complete the Data Incident Reporting Form Instead.

### FREQUENTLY ASKED QUESTIONS:

**Q:** Who may file a complaint?

**A:** A complaint may be made by a parent or parents of a student, eligible Student (a student who is at **least 18 years of age**), **principals, teachers, and employees of an educational agency.**

**Q: May a complaint be filed anonymously?**

**A:** An anonymous complaint will be accepted and investigated if it contains enough information regarding the nature of the complaint and the parties involved. Properly investigating or responding to anonymous complaints may be impossible because RCA can't contact the person who filed it and may need additional information. Additionally, sometimes the person making the complaint (the complainant) and the circumstances are well-known to the school, making it impossible to maintain a complainant's anonymity.

**Q: Will the RCA privacy office contact a third party named in a complaint?**

**A:** Third parties named in a complaint will be contacted, and the Data protection office may disclose the contents and details of the complaint.

**Q: What Happened after I filed this complaint?**

**A:** You will receive an e-mail containing the questions in the complaint form and your responses to those questions.

The complaint will be reviewed by:

Data Protection Office

Roosevelt Children's Academy

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201 Debevoise Ave, Roosevelt, NY.11575

After the Data protection office review is completed, you will receive an e-mail informing you of the actions(s) taken as a result of your complaint.

\*\*PII(Personally Identifiable Information) is generally defined as any data from the student records of an educational agency that could potentially be used, alone or in combination with other data elements, to identify a particular student, teacher, or principal annual professional performance review(APPR) data, For more information on FERPA(Family Educational Rights and Privacy Act) which is the federal law that protects the privacy of student education records, go here:

<http://www2.ed.gov/ferpa>

1. Please Enter your first Name. \*

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2. Please Enter Your Last Name. \*

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3. Please Enter your Phone Number (xxx-xxx-xxxx). \*

If you do not include a phone number, we may be unable to investigate your complaint.

Enter Your Answer: \_\_\_\_\_

4. Please list the e-mail address to which you would like the result of your complaint to be sent.

We may not be able to investigate the complaint thoroughly without this information.

Enter Your Answer here. \_\_\_\_\_

5. Please Select the role of the Individual or entity making the complaint. \*

- Parent/Legal Guardian
- Student
- Eligible Student
- Principal
- Teacher
- Superintendent
- Educational Agency employee

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6. Please select the date on which the violation occurred. \*

Please input the date (MM/DD/YYYY). **Click or tap to enter a date.**

7. Please list the Name of the Individual (s) involved. If you list multiple names, please separate each with a semi-colon (for example, John Smith, Jane Doe, Joe Mo).

Enter Your Answer here:

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8. Please list the Name of the campus(es) involved.

Enter Your Answer here.

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9. Please select the type (s) of Personally Identifiable Information (PII) disclosed. If an Item is not on the list, you can list the item (s) in response to the next question. \*

- Parent Address
- Parent/Legal Guardian's Name
- Student's Address
- Student's Grades
- Student's ID Number
- Student's IEP Information
- Student's Name
- Student's Phone Number
- Student's Photo

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10. Please describe the specific PII that was disclosed and is not listed above. Please separate each item with a semi-colon. \*

IMPORTANT: Please do not reference the actual PII that was disclosed. Please only reference the PII by Name (i.e., "the student's social security number or the student's date of birth.")

Enter your Answer

Here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Please Describe how the specific Personally Identifiable Information (PII) was disclosed. \*

Enter Your Answer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Please provide the names and contact information of any individuals who can provide supporting information.

Enter Your Answer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Please Provide any additional information necessary to complete your complaint.

Enter your Answer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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14. Do you want the Data Protection office to keep your Name and contact information confidential? Some complaints may not be able to be investigated if the complaint seeks to remain anonymous.

Yes

No

15. Certification: I certify that the information I Have provided is true and correct to the best of my knowledge.

Yes, I certify that the information I have provided is accurate to the best of my knowledge.