



Procedures for Complaints of Breach or Unauthorized Release of Personally Identifiable Information

Parents, eligible students (over 18 years of age), teachers and other Broome Street Academy Charter High School employees may submit a complaint regarding a breach or unauthorized release of personally identifiable information in writing to the:

Broome Street Academy Charter High School
Senior Director of Operations and Data Protection Officer
121 Avenue of the Americas
New York, NY 10013

Upon the receipt of a complaint:

1. The Data Protection Officer will promptly acknowledge the receipt of the complaint, conduct an investigation and issue a summary report of findings to the complainant.
2. The Data Protection Officer will determine whether notice of an unauthorized release of personally identifiable information must be provided to government agencies and/or private individuals pursuant to state or federal data privacy laws, and shall send such notice if required.
3. The Data Protection Officer 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.