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Executive Director for Planning, Development and Technology

Guidelines for Personally Identifiable Information (PII)

NYS Education Law 2D and Part 121 Regulations protect PII for students and teachers. PII stands for Personally Identifiable Information. The PII data protected are different for students and teachers/principals.

Student PII includes:

1. The student's name;
2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty (this includes student emails); or
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

State and Federal laws protect the confidentiality of PII. [FERPA and NYSED define Personally Identifiable Information](#)

A student's PII cannot be sold or released for any marketing or commercial purposes.

Teacher and Principal PII includes:

1. Information related to the Annual Professional Performance Review (APPR) of any teacher or principal that can be used alone or together to identify the teacher or principal

Things you can do:

1. Use initials or student ID numbers in your emails or texts. Do not include student names.
2. Use District approved instructional resources (software, apps, extensions, etc.). Do not sign up for free software.
3. When in doubt, please contact the District Data Protection Officer.

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