

## **Data Privacy Violation Complaint Form**

Parents, eligible students (students who are at least 18 years), principals, teachers, and other employees of the Waterford-Halfmoon Union Free School District may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher, principal, or district staff data.

### **Contact Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Role/Relationship to Student (if applicable): \_\_\_\_\_

Building Affiliation: \_\_\_\_\_

### **Possible Improper Disclosure or Breach Information:**

Description of Event: \_\_\_\_\_

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Description of Possible Disclosed Data: \_\_\_\_\_

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Description of How Complainant Learned of Possible Disclosure:

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**\*\*Attach additional sheet with further information if necessary**

**Please Return Completed Form to:**

Data Privacy Officer

Waterford-Halfmoon Union Free School District

125 Middletown Road

Waterford, New York 12188