Board Policy JRA: Student Data Privacy Complaints

Status: ADOPTED

Original Adopted Date: 05/18/2017 | Last Revised Date: 04/15/2021 | Last Reviewed Date: 04/15/2021

It is the policy of the Board of Public Education for Bibb County ("Board") that the Bibb County School District ("District") comply with the Family Educational Rights and Privacy Act ("FERPA"), the Student Data Privacy, Accessibility, and Transparency Act, and any other laws or regulations designed to ensure that educational records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this Policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of post-secondary education.

Any parent or eligible student ("Complainant") may file a complaint with the District if that individual believes that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints will be handled in accordance with the following procedures:

1. The Superintendent will designate a Chief Data Security Officer to respond to student data privacy complaints.

2. Upon receipt of a request from a Complainant, the Chief Data Security Officer will provide within three (3) business days a complaint form, which may also be made available on the District's website.

3. A written response will be provided to the Complainant within ten (10) business days of the Chief Data Security Officer's receipt of the completed complaint form.

4. The Complainant may file an appeal with the Superintendent within ten (10) business days of receipt of the Chief Data Security Officer's response.

5. The Superintendent will provide a written response to the Complainant within ten (10) business days of the receipt of appeal.

6. The Complainant may file an appeal to the Board within ten (10) business days of receipt of the Superintendent's response.

7. At its discretion, the Board may designate a member of the Georgia State Bar to review the appeal and advise on a final decision.

8. The Board will render a final decision within ten (10) business days of receipt of an appeal.