



PROCEDURES FOR COMPLAINT OF BREACH OR UNAUTHORIZED RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

Parents, eligible students (18+ yo), teachers and other Growing Up Green employees may submit a complaint regarding a breach or unauthorized release of personally identifiable information in writing to the:

General Counsel and Data Protection Officer
Growing Up Green Charter Schools
39-27 28th St, Long Island City, NY 11101

Upon the receipt of such a complaint:

1. The Data Protection Officer shall promptly acknowledge the receipt of the complaint.
2. The Data Protection Officer shall promptly conduct an investigation and issue a report of findings to the complainant.
3. The Data Protection Officer shall 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.
4. The Data Protection Officer shall take any necessary remediations and precautions to protect personally identifiable information in accordance with state and federal laws and Growing Up Green's Data Security and Privacy Policy.
5. The Data Protection Officer shall maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies.

Growing Up Green Charter Schools

(347) 642-4306

www.gugcs.org

Growing Up Green I Elementary School LIC
39-27 28th Street, LIC, NY 11101

Growing Up Green I Middle School LIC
36-49 11th Street, LIC, NY 11101

Growing Up Green II Elementary School Jamaica
84-35 152nd Street, Jamaica, NY 11432