

Unauthorized Data Disclosure/Breach Complaint Form

The District has established the following procedures for parents, eligible students, teachers, principals, and other District staff to file complaints with the District about breaches or unauthorized releases of student data and/or teacher or principal data:

a) All complaints must be submitted in writing to the District's Data Protection Officer.

[Laurel Logan-King, Mohonasen Central School District](#)
[2072 Curry Road, Schenectady, NY 12303](#)
lking@mohonasen.org

Or complete the following complaint form: [Complaint Form](#)

b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.

c) Following the investigation of a submitted complaint, the District will provide the individual who filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the District.

d) If the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District will provide the individual who filed the complaint with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.