

# ADIRONDACK SCHOOL PORTRAITS

## STUDENT AND STAFF

### SCHOOL DATA SECURITY GUIDELINES

May 1, 2025

**Re: Requests for student information, pictures or any personal data received via Telephone, E-mails, or from visitors to Studio.**

Based on security procedures for the protection of private student or school staff data provided by the school districts for our restricted use in providing our products and services and WHEREAS, the Provider ADIRONDACK SCHOOL PORTRAITS recognizes the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), and applicable state privacy laws and regulations under NYS Ed Law part 2-d

#### **DUTIES OF PROVIDER (ADIRONDACK SCHOOL PORTRAITS)**

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Adirondack School Portraits Employee Obligation.** The Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **Retention of Student/Staff Data.** The Provider shall dispose of any and all data provided by the District upon the completion of or termination of the current school year, unless written instructions are sent via certified mail and signed by a District Administrator with the proper authority directing the Provider to retain this information for a specified amount of time.

**ADIRONDACK SCHOOL PORTRAITS**  
**CUSTOMER SERVICE GUIDELINES**  
**REGARDING RELEASE OF CONFIDENTIAL SCHOOL DATA**

**1. All requests which may be made via telephone calls, e-mails, or from visitors coming to our studio information desk regarding confirmation of a staff member and/or students names, grades, teachers, room numbers or school attended in a district and/or any attempt to order, reorder, or have copies made of any student and/or staff images, prior to or after the schools scheduled photo dates, are to be advised as follows:**

- A. Orders for student/staff images may only be placed online until photo day using school order code shown on photo day school flyer envelope information distributed by the school prior to photo dates.**
- B. Late orders or reorders may only be placed online using the unique identifier number provided on SAFECHILD ID cards provide to all students photographed within the current school year .**
- C. If the above information is no longer available to the customer they may download and submit to us written authorization using the "AUTHORIZATION TO RELEASE STUDENT IMAGES" form (see attached) and have it signed by a duly authorized member of their school administration, confirming the customers right to request & obtain the student or/staff images requested.**
- D. This policy is for the protection of student/staff data and is included on our website at:**

**[adirondackschoolportraits.com](http://adirondackschoolportraits.com)**

- E. Federal and state applicable laws shown on our website.**

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# **INSTRUCTIONS FOR OBTAINING AUTHORIZATION FOR ADIRONDACK SCHOOL PORTRAITS TO RELEASE STUDENT IMAGES TO A VERIFIED PARENT OR GUARDIAN**

- 1. Use attached form and fill in students name & grade.**
- 2. Fill in the requesting parent or guardians name.**
- 3. Bring the attached form to school office.**
- 4. Request the form to be reviewed and signed by an Administrator, indicating their title.**
- 5. When approved, have form mailed or e-mailed to:  
**"CUSTOMERSERVICE@BIELMAR.COM"****
- 6. Upon receipt of signed school authorization our Customer Service Representative will contact your school Administrator and confirm this authorization.**
- 7. With the approval of school Administrator, our Customer Service Representative will notify parent or guardian of approval and will assist with obtaining images of the requested individuals.**

# AUTHORIZATION FOR ADIRONDACK SCHOOL PORTRAITS TO RELEASE ACCESS TO STUDENT IMAGES

**School Name:** \_\_\_\_\_

**School District:** \_\_\_\_\_

Due to a loss or misplacement of the school "SAFE CHILD" I.D. card provided to all students photographed by Adirondack School Portraits this school year, the parent or legal guardian of the student listed below is unable to access their child's image for ordering a set of school photos for the current school year.

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

After review of student records, this authorization is issued by school/or district to release access to these images by the undersigned administrator with the authority to allow the parent or guardian permission to access and place an order for student images.

**Name of Parent LegalGuardian:** \_\_\_\_\_

**Parent/Legal Guardian's Phone #:** \_\_\_\_\_

**Parent/Legal Guardian's Email:** \_\_\_\_\_

**School Approval authorized by (Print Name):** \_\_\_\_\_

**Contact Number: (518)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**This approved authorization be mailed or E-mailed to:  
Adirondack School Portraits-Attn. Student Image Requests  
18 Warren Street, Glens Falls, NY 12801**

**Phone: 518-792-7919**

**E-mail: [customerservice@bielmar.com](mailto:customerservice@bielmar.com)**

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