

Data Privacy Complaint Form

Report of a possible breach or unauthorized release of student or staff personal information (Education Law § 2-d; 8 NYCRR § 121.4)

Use this form to report a suspected breach or unauthorized release of personally identifiable information, or a concern about how The Summit School (Queens) or one of its vendors is handling personal information. Submit by email to privacy@summitqueens.com, by mail to Data Protection Officer, The Summit School, 187-30 Grand Central Parkway, Jamaica Estates, NY 11432, or online at www.summitqueens.com/data-privacy. You will receive an acknowledgment promptly and written findings within 60 calendar days.

1. Your information

Name	
Relationship to Summit	☐ Parent/guardian ☐ Eligible student (18+) ☐ Staff ☐ Other: _____
Phone	
Email	
Mailing address	
Preferred contact method	☐ Email ☐ Phone ☐ Mail

2. Student or staff member whose information is involved

Name	
Program / grade (if student)	
Placing school district (if student)	

3. What happened

Date(s) you believe the incident occurred	
Date you became aware of it	
Type of information involved	☐ Name/contact info ☐ Grades/schedule ☐ IEP or evaluation ☐ Health/medical ☐ Behavioral/discipline ☐ Photo/video ☐ Staff SSN/financial ☐ Other: _____
System or vendor involved (if known)	☐ Google Workspace ☐ Email ☐ Paper record ☐ Other/unknown: _____

Describe what happened	
How did you become aware of it?	
Who else has been notified? (e.g., a teacher, district, vendor)	
Do you have documents or screenshots you can share?	☐ Yes (attach) ☐ No

4. Signature

Signature	
Date	

*For Summit use only. Date received: _____ Acknowledged on: _____ Investigator: _____
Findings issued: _____ NYSED CPO notified (if breach): _____ Placing district notified: _____*

You may also file a complaint directly with the New York State Education Department Chief Privacy Officer: <https://www.nysed.gov/data-privacy-security/report-improper-disclosure> • privacy@nysed.gov • 89 Washington Avenue, Albany, NY 12234.