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| **DISTRICT USE ONLY** |
| **DATE RECEIVED** |  |

Breach or Unauthorized Release of Student Data Complaint Form

The Holland Patent Central School District is dedicated to the protection of student data and to maintaining data security and privacy across the district. If you believe that a breach or unauthorized disclosure of student personally identifiable information has occurred, please complete this form and submit it in person to our Data Protection Officer, Dr. Cheryl Venettozzi. Any parent, eligible student (students who are at least 18 years of age or attending a postsecondary institution at any age), principal, teacher, or employee of an educational agency may file a complaint.

**NAME (Please Print)**

**EMAIL**

**HOME ADDRESS**

**PHONE NUMBER**

**RELATIONSHIP TO STUDENT**

**CONTACT INFORMATION**

**DATE DISCOVERED**

**POSSIBLE IMPROPER DISCLOSURE OR BREACH INFORMATION**

**DESCRIPTION OF INCIDENT (Please attach any additional documents to this form)**

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Signature of Complainant