



Incident Reporting

Parents, legal guardians, eligible students (students who are at least 18 years of age or attending a post-secondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible data breach or improper disclosure of student data and/or protected teacher or principal data.

To submit a complaint, please download & complete the Newmeadow Incident Reporting form.

[Newmeadow Incident Reporting Form- Unauthorized Disclosure](#)

Reporting forms can be sent directly to the Newmeadow Data Protection Officer at: compliance@newmeadow.org or mailed to the following address:

Newmeadow - Compliance Office
23 Sitterly Road
Clifton Park, NY 12020

Newmeadow's Data Protection Officer or a designee will contact the complainant by phone or email to review the complaint, and initiate an investigation.

Investigations will be completed and finalized in a reasonable amount of time, typically, within 60 calendar days from the receipt of the complaint. In the event the investigation needs to extend beyond 60 days, due to extenuating circumstances, the complainant will be contacted to inform them of the delay and the expected timeline for completion.