

**EXHIBIT "E"**  
**GENERAL OFFER OF PRIVACY TERMS**

**1. Offer of Terms**

Provider offers the same privacy protections found in this DPA between it and **SAU#3 – Berlin Public Schools** ("Originating LEA") which is dated 5/11/2021, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form.

Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address:

**INCSUB LLC**

BY: 

Date: 11 May, 2021

Printed Name: Ronnie Burt Title/Position: Chief Business Officer

**2. Subscribing LEA**

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the **SAU#3 – Berlin Public Schools** and the Provider. **\*\*PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION E \*\***

By: Shaun McManus

Date: 2022-01-19

Printed Name: Shaun McManus

Title: Systems Administrator

SCHOOL DISTRICT NAME: Melrose Public Schools

DESIGNATED REPRESENTATIVE OF LEA:

Name: Neal Ellis

Title: Chief Information Officer

Address:

Phone: 7819794142

Email: nellis@cityofmelrose.org