

[Name or District or LEA] directs [Name of Company] to dispose of data obtained by Company pursuant to the terms of the DPA between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

____ Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

[Insert categories of data here]

____ Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

____ Disposition shall be by destruction or deletion of data.

3. Timing of Disposition

Data shall be disposed of by the following date:

____ As soon as commercially practicable

____ By (Insert Date)

4. Signature

(Authorized Representative of LEA)

Date

5. Verification of Disposition of Data

Authorized Representative of Company

Date

OPTIONAL EXHIBIT "E"

GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and the LEA to any other school district ("Subscribing LEA") who accepts this General Offer through its signature below. The Provider agrees that the information on the next page will be replaced throughout the Agreement with the information specific to the Subscribing LEA filled on the next page for the Subscribing LEA. 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 provide by 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 statues; (2) a material change in the services and products subject listed in the Originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Provider shall notify the LEA in the event of any withdrawal so that this information may be transmitted to the Subscribing LEAs.

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BY:  Date: 11/31/19
Printed Name: Maurice Heiblun Title/Position: President & COO

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's individual information is contained on the next page. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA.

BY:  Date: 10/11/19
Printed Name: Molly Laden Title/Position: Director of Library, Media and Technology
SCHOOL DISTRICT NAME: Medford Public Schools

DATE: 10/11/19

DESIGNATED REPRESENTATIVE OF LEA:

| | |
|------------------|--|
| Name | <u>Molly Laden</u> |
| Title | <u>Director of Library, Media and Technology</u> |
| Address | <u>489 Winthrop Street, Medford, MA 02155</u> |
| Telephone Number | <u>781-391-6917</u> |
| Email | <u>mladen@medford.k12.ma.us</u> |

COUNTY OF LEA: Middlesex

OPTIONAL: EXHIBIT "F" **DATA SECURITY REQUIREMENTS**

Having robust data security policies and controls in place are the best ways to ensure data privacy. Please answer the following questions regarding the security measures in place in your organization:

1. Does your organization have a data security policy? ☐ Yes ☐ No






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Final Audit Report

2019-10-11

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