

STANDARD STUDENT DATA PRIVACY AGREEMENT

OH-NDPA-V1

AGREEMENT TYPE

Mentor Public Schools

LEA

and

National Restaurant Association Solutions, LLC

Provider

03/26/2024

Date

This Student Data Privacy Agreement (“DPA”) is entered into on the date of full execution (the “Effective Date”) and is entered into by and between:

[Mentor Public Schools], located at [6451 Center St, Mentor, OH 44060] (the “Local Education Agency” or “LEA”) and [National Restaurant Association Solutions, LLC], located at [233 S. Wacker Drive, Suite 3600] (the “Provider”).

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.

2. **Special Provisions. Check if Required**

If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.

If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit “H”. (Optional)**

If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms

3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.

4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.

5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “Services”).

6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: Mike Lynch Title: Director of Innovation and Technology

Address: 6451 Center St, Mentor, OH 44060

Phone: 440-974-5254 Email: lynch@mentorschools.org

The designated representative for the Provider for this DPA is:

Name: Lauren Robin Title: Manager, Academic K12

Address: 233 S. Wacker Drive, Suite 3600

Phone: 312-627-2424 Email: lrobin@restaurant.org

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA [Mentor Public Schools]

By: Mike Lynch Digitally signed by Mike Lynch Date: 2024.04.16 09:34:11 -04'00' Date: 4/16/24

Printed Name: Mike Lynch Title/Position: Dir. of Instructional Tech.

Provider [National Restaurant Association Solutions, LLC]

By: Alisha Gulden Digitally signed by Alisha Gulden DN: cn=Alisha Gulden, o=National Restaurant Association Solutions, LLC, ou=Sales, email=agulden@restaurant.org Reason: I agree to the terms defined by the placement of my signature in this document Location: Date: 2024-04-16 07:01:12-00 Date: 04/16/2024

Printed Name: Alisha Gulden Title/Position: Sr.VP Sales

STANDARD CLAUSES

Version 1.0

ARTICLE I: PURPOSE AND SCOPE

1. **Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
2. **Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
3. **DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
2. **Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
3. **Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.

4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data:** Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data.** Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D."
7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

1. **Data Storage.** Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits.** No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA. The Provider will cooperate reasonably with the LEA and any local, state, or federal

agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
 - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
 - (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
 - (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.

- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability**. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law; Venue and Jurisdiction**. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound**: This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
8. **Authority**. Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.
9. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"
DESCRIPTION OF SERVICES

Servsafe

Online Food Safety Training and Certification Exams

EXHIBIT "B"
SCHEDULE OF DATA

| Category of Data | Elements | Check if Used by Your System |
|-------------------------------------|--|-------------------------------------|
| Application Technology Meta Data | IP Addresses of users, Use of cookies, etc. | <input checked="" type="checkbox"/> |
| | Other application technology meta data-Please specify: | <input type="checkbox"/> |
| Application Use Statistics | Meta data on user interaction with application | <input type="checkbox"/> |
| Assessment | Standardized test scores | <input type="checkbox"/> |
| | Observation data | <input type="checkbox"/> |
| | Other assessment data-Please specify: | <input type="checkbox"/> |
| Attendance | Student school (daily) attendance data | <input type="checkbox"/> |
| | Student class attendance data | <input type="checkbox"/> |
| Communications | Online communications captured (emails, blog entries) | <input type="checkbox"/> |
| Conduct | Conduct or behavioral data | <input type="checkbox"/> |
| Demographics | Date of Birth | <input type="checkbox"/> |
| | Place of Birth | <input type="checkbox"/> |
| | Gender | <input checked="" type="checkbox"/> |
| | Ethnicity or race | <input checked="" type="checkbox"/> |
| | Language information (native, or primary language spoken by student) | <input checked="" type="checkbox"/> |
| | Other demographic information-Please specify: | <input type="checkbox"/> |
| Enrollment | Student school enrollment | <input type="checkbox"/> |
| | Student grade level | <input type="checkbox"/> |
| | Homeroom | <input type="checkbox"/> |
| | Guidance counselor | <input type="checkbox"/> |
| | Specific curriculum programs | <input type="checkbox"/> |
| | Year of graduation | <input type="checkbox"/> |
| | Other enrollment information-Please specify: | <input type="checkbox"/> |
| Parent/Guardian Contact Information | Address | <input type="checkbox"/> |
| | Email | <input type="checkbox"/> |

| Category of Data | Elements | Check if Used by Your System | |
|-----------------------------|--|-------------------------------------|-------------------------------------|
| | Phone | <input type="checkbox"/> | <input type="checkbox"/> |
| Parent/Guardian ID | Parent ID number (created to link parents to students) | <input type="checkbox"/> | <input type="checkbox"/> |
| Parent/Guardian Name | First and/or Last | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule | Student scheduled courses | <input type="checkbox"/> | <input type="checkbox"/> |
| | Teacher names | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Indicator | English language learner information | <input type="checkbox"/> | <input type="checkbox"/> |
| | Low income status | <input type="checkbox"/> | <input type="checkbox"/> |
| | Medical alerts/ health data | <input type="checkbox"/> | <input type="checkbox"/> |
| | Student disability information | <input type="checkbox"/> | <input type="checkbox"/> |
| | Specialized education services (IEP or 504) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Living situations (homeless/foster care) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other indicator information-Please specify: | <input type="checkbox"/> | <input type="checkbox"/> |
| Student Contact Information | Address | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Email | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Phone | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Student Identifiers | Local (School district) ID number | <input type="checkbox"/> | <input type="checkbox"/> |
| | State ID number | <input type="checkbox"/> | <input type="checkbox"/> |
| | Provider/App assigned student ID number | <input type="checkbox"/> | <input type="checkbox"/> |
| | Student app username | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Student app passwords | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Student Name | First and/or Last | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Student In App Performance | Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level) | <input type="checkbox"/> | <input type="checkbox"/> |
| Student Program Membership | Academic or extracurricular activities a student may belong to or participate in | <input type="checkbox"/> | <input type="checkbox"/> |
| Student Survey Responses | Student responses to surveys or questionnaires | <input type="checkbox"/> | <input type="checkbox"/> |
| Student work | Student generated content; writing, pictures, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other student work data -Please specify: | <input type="checkbox"/> | <input type="checkbox"/> |
| Transcript | Student course grades | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Student course data | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

EXHIBIT "C" DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "student-generated content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of personally identifiable information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

EXHIBIT "D"
DIRECTIVE FOR DISPOSITION OF DATA

[Insert LEA Name] _____ Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement 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.

_____ Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

[Insert or attach special instructions] _____

3. Schedule 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

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

Mentor Public Schools
[REDACTED]

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and [REDACTED] ("Originating LEA") which is dated [03/26/2024] 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: _____ Irobin@restaurant.org / _____

[Insert Provider Name] National Restaurant Association Solutions LLC

BY: [Signature] Date: 04/16/2024

Printed Name: Alisha Gulden Title/Position: SR VP Sales

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 [Mentor Public Schools] and the Provider. **PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. **

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

SCHOOL DISTRICT NAME: _____

DESIGNATED REPRESENTATIVE OF LEA:

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Email: _____

EXHIBIT "F"
DATA SECURITY REQUIREMENTS

Adequate Cybersecurity Frameworks
2/24/2020

The Education Security and Privacy Exchange ("Edspex") works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* ("Cybersecurity Frameworks") that may be utilized by Provider .

Cybersecurity Frameworks

| | MAINTAINING ORGANIZATION/GROUP | FRAMEWORK(S) |
|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> | National Institute of Standards and Technology | NIST Cybersecurity Framework Version 1.1 |
| <input checked="" type="checkbox"/> | National Institute of Standards and Technology | NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171 |
| <input type="checkbox"/> | International Standards Organization | Information technology — Security techniques — Information security management systems (ISO 27000 series) |
| <input type="checkbox"/> | Secure Controls Framework Council, LLC | Security Controls Framework (SCF) |
| <input type="checkbox"/> | Center for Internet Security | CIS Critical Security Controls (CSC, CIS Top 20) |
| <input checked="" type="checkbox"/> | Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S)) | Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR) |

Please visit <http://www.edspex.org> for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

EXHIBIT "G"

Supplemental SDPC State Terms for [State]

Version _____

[The State Supplement is an *optional* set of terms that will be generated on an as-needed basis in collaboration between the national SDPC legal working group and the State Consortia. The scope of these State Supplements will be to address any state specific data privacy statutes and their requirements to the extent that they require terms in addition to or different from the National Standard Clauses. The State Supplements will be written in a manner such that they will not be edited/updated by individual parties and will be posted on the SDPC website to provide the authoritative version of the terms. Any changes by LEAs or Providers will be made in amendment form in an Exhibit (**Exhibit "H"** in this proposed structure).]

[THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK]

EXHIBIT "H"
Additional Terms or Modifications
Version _____

LEA and Provider agree to the following additional terms and modifications:

This is a free text field that the parties can use to add or modify terms in or to the DPA. If there are no additional or modified terms, this field should read "None."

Article I: Purpose and Scope

1. Purpose of DPA. Is amended by adding "contractor or" before School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Amend by adding "Provided, however, that Provider is permitted to use Student Data as stated in this DPA, which expressly includes the Addendum (defined below.)"

Article II: Data Ownership and Authorized Access

1. Student Data Property of LEA. Is amended by adding "which Provider may use in accordance with this DPA.)" after under the control of the LEA. Is amended by adding "(other than pre-existing intellectual property of Provider or its Licensors)" prior to shall remain the exclusive property of the LEA.
2. Parent Access. Is amended by striking after the Provider shall "refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information" Amended further by adding "respond to such valid requests as required by applicable law or regulation."
3. Separate Account. Is amended by adding "written" prior to request of the LEA, transfer, or provide a mechanism for the LEA.....
5. Subprocessors. Is amended by striking "no less stringent than the terms of this DPA and further amended by adding "applicable with all applicable laws and regulations."

Article III: Duties of LEA

5. Is amended by adding Addendum. LEA agrees to the terms of the Addendum for Educational Institutions attached hereto and incorporated herein as Exhibit "I" (Addendum).

Article IV: Duties of Provider

6. Disposition of Data. Is amended by adding "For the avoidance of doubt, a request for Student Data does not affect Provider's right to retain and use Student Data as provided in this DPA. Notwithstanding anything to the contrary set forth in this DPA, Provider shall not be required to return or destroy any Student Data or any other data that is prohibited from deletion or required to be retained by Provider under state or federal law, regulation or by accreditation body or as necessary to provide the DPA services.

Exhibit H - Continued

Article V: Data Provisions

2. Audits. Is amended by adding "Notwithstanding the foregoing, in lieu of providing LEA with reasonable access to its facilities, Provider will have the option to provide LEA with records reasonably necessary to demonstrate Provider's compliance with the security requirements hereunder."

4. Data Breach. (5) Is amended by adding after Provider shall cooperate "as is commercially reasonable" with LEA....

Article VII: Miscellaneous

3. Priority of Agreements. Is amended by adding after license agreement, or writing, the terms of "the Addendum, followed by the terms of" this DPA shall apply and take precedence. Is amended by striking "In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

8. Authority. Is amended by striking any portion thereof contained therein, "all related or associated institutions, individuals, employees, or contractors who may have access to the Student Data and/or any portion thereof."

EXHIBIT "I"

ADDENDUM FOR EDUCATIONAL INSTITUTIONS

1. General: Pursuant to the Service Agreement ("Service Agreement"), LEA has agreed to sell to Provider and Provider has agreed to buy from LEA certain products ("Products") and/or services ("Services") as set forth in such Service Agreement. This Addendum for Educational Institutions ("Addendum") is hereby deemed to be attached to and made a part of the Service Agreement and any reference to the Service Agreement is intended to include this Addendum. If there is a conflict between this Addendum and any term in the Service Agreement or any other document issued by LEA, this Addendum shall prevail. Instructors and other LEA officials should review NRAS' Privacy Policy (at www.servsafe.com/Privacy-Policy) and Terms of Use (<https://www.servsafe.com/Terms-of-Use>).

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2. Student or Parent/Guardian Consent: Because Provider will not have any direct contact or correspondence with any of the students of LEA, LEA hereby agrees to obtain all necessary prior written consents ("Consent") from each student using the Products or Services (or such student's parent/guardian if the student is a minor) for Provider to use and disclose such student's personally identifiable information, including "educational records" as defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232(g), as reasonably necessary for the provision of the Products or Services. Such Consent to be obtained by LEA, which shall be in substantially the form provided herewith, shall authorize and include all permissions and consents of each student or parent/guardian (as applicable) required by FERPA and any other applicable local, state or federal statute or regulation for Provider to:

- a. share or publicly disclose the student's certification status, educational training, test scores and such other personally identifiable information as reasonably required to attest to the certification status or other relevant information for users of the Products or Services;
- b. share with prospective employers or current employers of the student the certification status and professional training of such student; and
- c. provide information regarding additional Products or Services that Provider believes may advance or enhance the workforce development or career opportunities of students.

3. Acknowledgement; Indemnification: LEA acknowledges and agrees that Provider's Products or Services include the public posting or disclosure of training and certification undertaken by students in order to advance work and career opportunities. LEA shall provide Provider with a copy of a student's Consent upon the reasonable request of Provider or any applicable legal authority. LEA acknowledges that Provider is relying upon the performance of LEA under this Addendum for compliance, and it shall indemnify and hold Provider harmless from any claims related to the failure of LEA and/or its applicable schools or educational institutions in obtaining such required permission or Consent.

This Addendum has been accepted and agreed with respect to the Purchase Order, as evidenced by a signature of an authorized representative of each party below:

NATIONAL RESTAURANT ASSOCIATION
SOLUTIONS, LLC

By: Alisha Gulden

Name: Alisha Gulden

Title: Sr. Vice President of Sales

Date: 04/16/2024

THE SCHOOL BOARD OF MENTOR PUBLIC
SCHOOLS, OHIO

By: Mike Lynch
Name: Mike Lynch

Title: Director of Innovation and Technology

Date: April 16, 2024

STUDENT PARTICIPATION FORM

The undersigned student attending the school designated below (the "Educational Institution") seeks to use certain training and certification programs (the "Programs") offered by National Restaurant Association Solutions, LLC ("NRAS"). In connection with the student's use of the Programs and related services, the student

may provide NRAS with the student's personally identifiable information ("PII"), including name, address, date of

birth and possibly social security number, for purposes of reporting academic or certification results to the Educational Institution or potential employers, etc. NRAS will use this information in compliance with its Privacy Policy (at www.servsafe.com/Privacy-Policy) to:

1. Administer the Programs in cooperation with the Educational Institution;
2. Share with the Educational Institution, prospective employers or current employers of a student the exam results, certification status and professional training of such student;
3. Post accreditation, certification or training results to its public website for access by employers, educators or others;
4. Share or publicly disclose such other education records or PII as reasonably required to attest to a student's certification status or for other purposes relevant to participants in the Programs; and
5. Provide information regarding additional training and certification programs that may advance or enhance the student's workforce development or career opportunities.

Pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) ("FERPA") and any other applicable federal, state and local laws and regulations (collectively, "Privacy Laws"), consent by parents/guardians of students who are minors or adult students may be required for the student's education records or PII to be disclosed and used as set forth above. For additional information regarding your student privacy rights and use of such information, please review the Privacy Laws and NRAS' Privacy Policy (at www.servsafe.com/Privacy-Policy). Students should review the Privacy Policy and NRAS's Terms of Use (<https://www.servsafe.com/Terms-of-Use>) prior to accessing the Program.

This Student Participant Consent Form permits a parent, guardian or adult student to authorize the release and use of the student's education records and PII as provided herein. Information cannot be released and the student may not use the Programs or related services until a completed form is returned to the Educational Institution.

By signing below, you consent to the disclosure and use of the below-named student's education records and PII as set forth herein, and acknowledge that (1) you have the right not to consent, (2) you have a right to inspect the student's education records, and (3) you have the right to revoke this consent by provided express written notice at any time and this consent will remain in effect until such revocation is received.

| | |
|--|--|
| Student's Full Name: | |
| Student Identifier (if any): | |
| Name of Educational Institution: | |
| Signature of Adult Student or Authorized Parent/Guardian (if student is under 18): | |
| Printed Name of Signatory: | |
| Date: | |