

SCHEDULE C-1

[Signed copy of Southern Westchester BOCES Parent Bill of Rights]

Parents' Bill of Rights for Data Privacy and Security

In accordance with New York State Education Law Section 2-d, the Southern Westchester Board of Cooperative Educational Services ("Southern Westchester BOCES") hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians.

- (1) New York State Education law Section 2-d (Section 2-d") and the Family Educational Rights and Privacy Act ("FERPA") protect the confidentiality of personally identifiable information. Section 2-d and FERPA assure the confidentiality of records with respect to "third parties," and provides parents with the right to consent to disclosures of personally identifiable information contained in their child's education records. Exceptions to this include school employees, officials and certain State and Federal officials who have a legitimate educational need to access such records. In additions, the Southern Westchester BOCES will, upon request of parents, legal guardians or eligible students, or if otherwise required by law, disclose student records to officials of another school district in which a student seeks to enroll. An eligible student is a student who has reached 18 years of age or attends a postsecondary institution.
- (2) A student's personally identifiable information cannot be sold or released for any commercial purposes;
- (3) Personally, identifiable information includes, but is not limited to:
 - i. The student's name;
 - ii. The name of the student's parent or other family members;
 - iii. The address of the student or student's family;
 - iv. A personal identifier, such as the student's social security number, student number, or biometric record;
 - v. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - vi. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
 - vii. Information requested by a person who the Southern Westchester BOCES reasonably believes knows the identity of the student to whom the education record relates.

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- (4) In accordance with FERPA, Section 2-d and Southern Westchester BOCES Policy No. 7240, Student Records: Access and Challenge, parents and legal guardians have the right to inspect and review the complete contents of their child's education record.
- (5) Southern Westchester BOCES has the following safeguards in place: Encryption, firewalls and password protection, which must be in place when data is stored or transferred.
- (6) New York State, through the New York State Education Department, collects a number of student data elements for authorized uses. A complete list of all student data elements collected by the State is available for public review at the following links or can be obtained by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, NY 12234:

http://www.p12.nysed.gov/irs/data_reporting.html

<http://data.nysed.gov/>

<http://www.p12.nysed.gov/irs/sirs/documentation/nyssisguide.pdf>

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- (7) Eligible students, parents and legal guardians have the right to have complaints about possible breaches of student data addressed. Any such complaint should be submitted, in writing, to the Data Protection Officer of Southern Westchester BOCES at dpo@swboces.org or at [450 Mamaroneck Avenue, Harrison, New York 10528](#). Parents can direct any complaints regarding possible breaches via the electronic form on the Southern Westchester BOCES home page, under Resources, and Student Privacy. The complaint form can also be found by going to <https://bit.ly/swbdatabreach>. Alternatively, a written complaint may also be submitted to the Chief Privacy Officer of the New York State Education Department using the form available at <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure> or writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.

Supplemental Information for Agreement with typing.com LLC (hereinafter "Company")

(1) The personally identifiable student data or teacher or principal data (collectively, "the Data") received by Company will be used exclusively for the following purpose(s): _____

Student names and email addresses are used by teachers to track student progress and manage classes.

(2) The Company will ensure that all subcontractors and other authorized persons or entities to whom Data will be disclosed will abide by all applicable data protection and security requirements, including those mandated by New York State and federal laws and regulations, by the following means: _____

Sub-contractor Oversight: We conduct a thorough due diligence on all subcontractors to ensure they meet our data protection standards. This includes contractual obligations that require subcontractors to adhere to the same data privacy and security measures as those imposed upon/required by Typing.com as part of this agreement, and we regularly audit their compliance.

(3) The Agreement with Company commenced on June 26, 2024. The initial term ends on June 30, 2025; however, the term is automatically renewed for 12 month periods unless Company or Southern Westchester BOCES provide notice of non-renewal at least thirty days prior to the expiration of the applicable term. Upon the expiration or termination of the Agreement, all Data will be (check all that apply and fill in required information):

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- Returned to Southern Westchester BOCES and/or the public or private schools or school districts or Boards of Cooperative Education Services that purchase services through the Agreement Third-party Contractor has with Southern Westchester BOCES (collectively, referred to herein as "Purchasing Schools/BOCES" and referred to individually herein as "Purchasing School/BOCES") by August 30, 2025. If requested, we reserve the right to have the data returned to us in a format that can be easily read and imported into commonly used productivity tools, not limited to Microsoft Applications. The data should also be easily readable and organized.

Securely delete/destroy data belonging to the Purchasing Schools/BOCES by August 30, 2025 in the following manner: At a minimum, wiping drives by writing zeros to all bits as well as using other industry standard levels of data deletion.

Other – explain _____

If student data or teacher or principal data is to be maintained by Company for any lawful purpose, such data shall remain in an encrypted format and shall be stored on systems maintained by Company in a secure data facility located within the United States.

(4) In the event that a student's parent or guardian or an eligible student seeks to challenge the accuracy of student data pertaining to the particular student, which data may include records maintained, stored, transmitted or generated by the Third-party Contractor pursuant to its Agreement with Southern Westchester BOCES, the challenge will be directed to Southern Westchester BOCES and processed in accordance with the procedures of Southern Westchester BOCES. In the event that a teacher or principal seeks to challenge the accuracy of teacher or principal data pertaining to the particular teacher or principal, which data may include records maintained, stored, transmitted or generated by the Third-party Contractor pursuant to its Agreement with Southern Westchester BOCES, the challenge will be directed to Southern Westchester BOCES and processed in accordance with the procedures Southern Westchester BOCES has established for challenging annual professional performance review ("APPR") data.

(5) Describe where the Data will be stored (in a manner that will protect data security) and the security protections that will be taken by Company to ensure the Data will be protected and data security and privacy risks mitigated:

Data is stored in a database accessible only from within Teaching.com's private network. Data is encrypted in transit and at rest. Access to the database is limited to only those who need it. Our organization had adopted a cybersecurity framework to minimize the risk of a data breach. ISO 27001/27002 <https://aws.amazon.com/compliance/iso-27001-faqs/>

(6) Describe how the Data will be protected using encryption while in motion and at rest:
AES-256 encryption is active on data at rest, data in web transit encrypted with SHA-384

Company Name: Typing.com LLC

Authorized Signature: Rebeca Ramos

Authorized Signer's Name & Title: Rebeca Ramos, Controller

Date: June 7, 2024