

**NEW HAMPSHIRE STUDENT DATA PRIVACY AGREEMENT
VERSION – AUDIT/EVALUATION (2020)**

Manchester School District

and

Keene State College on behalf of the Behavioral Health Improvement Institute

12/12/24

This New Hampshire Student Data Privacy Agreement (“DPA”) is entered into by and between the school district, Manchester School District (hereinafter referred to as “LEA”) and Keene State College on behalf of the Behavioral Health Improvement Institute (hereinafter referred to as “Provider”) on 12/12/24. The Parties agree to the terms as stated herein.

RECITALS

WHEREAS, the Provider has agreed or will agree to provide the LEA with certain audit/evaluation services (“Services”) in in furtherance of an audit, evaluation, or enforcement or compliance activity as described in Article I and Exhibit “A”; and

WHEREAS, the Provider, by signing this Agreement, agrees to allow the LEA to offer school districts in New Hampshire the opportunity to accept and enjoy the benefits of the DPA for the Services described, without the need to negotiate terms in a separate DPA; and

WHEREAS, in order to provide the Services described in Article 1 and Appendix A, the Provider may receive or create and the LEA may provide documents or data that are covered by several federal statutes, among them, the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. 1232g and 34 CFR Part 99, Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. 1232h; the Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C. §§ 1400 et. seq. 34 C.F.R. Part 300; and

WHEREAS, the documents and data transferred from New Hampshire LEAs are also subject to several New Hampshire student privacy laws, including New Hampshire student record regulations, New Hampshire student privacy laws, including RSA 189:1-e and 189:65-69; RSA 186; NH Admin. Code Ed. 300 and NH Admin. Code Ed. 1100; and

WHEREAS, the Parties wish to enter into this DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties.

NOW THEREFORE, for good and valuable consideration, the parties agree as follows:

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 (as defined in Exhibit “C”) transmitted to Provider from the LEA pursuant to Exhibit “A”, for an audit or evaluation, including compliance with all applicable state privacy statutes, including the FERPA, PPRA, COPPA, IDEA, New Hampshire student privacy laws, including RSA 189:1-e and 189:65-69; RSA 186; NH Admin. Code Ed. 300 and NH Admin. Code Ed. 1100, and other applicable New Hampshire state laws, all as may be amended from time to time. In performing these services, to the extent Personally Identifiable Information (as defined in Exhibit “C”) from Pupil Records (as defined in Exhibit “C”) are transmitted to Provider from LEA, the Provider shall be considered an Authorized Representative , performing an audit or evaluation. The parties warrant that the Provider must have access to Student Data to perform the audit/evaluation. The Provider shall be under the direct control and supervision of the LEA. Control duties are set forth below.

2. **Nature of Services Provided.** The Provider has agreed to provide the audit/evaluation services described in Exhibit “A”.
3. **Student Data to Be Provided.** In order to perform the Services described in this Article and Exhibit “A”, LEA shall provide the categories of data described in the Schedule of Data, attached hereto as Exhibit “B”.
4. **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 all other writings, including, but not limited to, a service agreement or any terms of service.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data or any other Pupil Records transmitted to the Provider pursuant to this 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 or any other Pupil Records transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are also subject to the provisions of this Agreement in the same manner as the original Student Data or Pupil Records. The Parties agree that as between them all rights, including all intellectual property rights in and to Student Data or any other Pupil Records contemplated per this Agreement shall remain the exclusive property of the LEA. For the purposes of FERPA and state law, the Provider shall be considered an Authorized Representative, under the control and direction of the LEAs as it pertains to the use of student data notwithstanding the above. The Provider will cooperate and provide Student Data within fourteen (14) days at the LEA’s request.
2. **Third Party Request.** Should a Third Party, including, but not limited to law enforcement, former employees of the LEA, current employees of the LEA, and government entities, contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall redirect the Third Party to request the data directly from the LEA and shall cooperate with the LEA to collect the required information. Provider shall notify the LEA in advance of a compelled disclosure to a Third Party, unless legally prohibited. The Provider will not use, disclose, compile, transfer, sell the Student Data and/or any portion thereof to any third party or other entity or allow any other third party or other entity to use, disclose, compile, transfer or sell the Student Data and/or any portion thereof, without the express written consent of the LEA or without a court order or lawfully issued subpoena.
5. **No Unauthorized Use.** Provider shall not use Student Data or information in a Pupil Record for any purpose other than as explicitly specified in this DPA.
6. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions pursuant to this DPA, whereby the Subprocessors agree to protect Student Data in manner consistent with the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data In Compliance With Laws.** LEA shall provide data for the purposes of the DPA in compliance with the FERPA, PPRA, IDEA, New Hampshire student privacy laws, including RSA 189:1-e and 189:65-69; RSA 186; NH Admin. Code Ed. 300 and NH Admin. Code Ed. 1100, and the other privacy statutes quoted in this DPA.
2. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known or suspected 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 New Hampshire and Federal laws and regulations pertaining to data privacy and security, including FERPA, COPPA, PPRA, New Hampshire student privacy laws, including RSA 189:1-e and 189:65-69; RSA 186; NH Admin. Code Ed. 300 and NH Admin. Code Ed. 1100 and other applicable New Hampshire state laws, all as may be amended from time to time.
3. **Authorized Use.** Student Data shared pursuant to this DPA, including persistent unique identifiers, shall be used for no purpose other than the Services stated in this DPA and as authorized under the statutes referred to in subsection (1), above. Provider also acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, any Student Data, meta data, user content or other non-public information, without the express written consent of the LEA.
3. **Employee Obligation.** Provider shall conduct the audit/evaluation in a manner that does not permit the personal identification of parents and students by anyone other than those with a legitimate need to know to complete the audit. Provider shall require all employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the data shared under this DPA. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the DPA.
4. **No Disclosure.** Provider shall not copy, reproduce or transmit any data obtained under this DPA and/or any portion thereof, except as necessary to fulfill the DPA.
5. **Disposition of Data.** Upon the termination of the audit or evaluation, Provider shall delete all Student Data obtained under the DPA within sixty (60) days of the date of termination. Nothing in the DPA authorizes Provider to maintain personally identifiable data obtained under any other writing beyond the time period reasonably needed to complete the disposition. Disposition shall include (1) the shredding of any hard copies of any Pupil Records; and/or (2) Erasing. Provider

shall provide written notification to LEA when the Data has been disposed on the Form in Exhibit “D”. The LEA may at any time employ Exhibit “D”. Upon receipt of a request from the LEA, the Provider will immediately provide the LEA with any specified portion of the Student Data within ten (10) calendar days of receipt of said request.

6. **Advertising Prohibition.** Provider is prohibited from using Student Data to (a) market or advertise to students or families/guardians; (b) inform, influence, or enable marketing or advertising efforts by a Provider; (c) develop a profile of a student, family member/guardian or group, for any commercial purpose other than providing the Service to Client; or (d) use the Student Data for the development of commercial products or services, other than as necessary to provide the Service to the KEA.

7. **Publication.** The Provider must provide the LEA with one electronic copy and at least one paper copy of the final versions of all approved reports and other documents associated with the project. The LEA as the owner of the report, reserves the right to distribute and otherwise use the final report and associated documents as it wishes, in sum or in part. The LEA, or its agents, retains the right to publish findings in other publications. The Provider may not publish any documents describing the Services or results from the Services without the written permission of the LEA and without the LEA having been able to view a copy of the document before publication.

9. **IRB.** If necessary, the Provider agrees to furnish all documentation concerning Institutional Review Board (“IRB”) reviews, and to submit required documentation to an IRB or Privacy Board should research protocols change. Provider agrees to submit to the LEA any change in waiver status or conditions for approval of the project by an IRB relating to the work described in the research proposal.

ARTICLE V: DATA PROVISIONS

1. **Data Security.** The Provider agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect Student Data from unauthorized disclosure or acquisition by an unauthorized person. The general security duties of Provider are set forth below. Provider may further detail its security programs and measures in Exhibit “F” hereto. These measures shall include, but are not limited to:
 - a. **Passwords and Employee Access.** Provider shall secure usernames, passwords, and any other means of gaining access to the Services or to Student Data, at a level suggested by Article 4.3 of NIST 800-63-3. Provider shall only provide access to Student Data to employees or contractors that are performing the Services. Employees with access to Student Data shall have signed confidentiality agreements regarding said Student Data. All employees with access to Student Data shall pass criminal background checks.
 - b. **Security Protocols.** Both parties agree to maintain security protocols that meet industry practices in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. Provider shall maintain all data obtained or generated pursuant to the DPA in a secure computer environment and

not copy, reproduce, or transmit data obtained pursuant to the DPA, except as necessary to fulfill the purpose of data requests by LEA. The foregoing does not limit the ability of the Provider to allow any necessary service providers to view or access data as set forth in Article IV, Section 4.

- c. **Employee Training.** The Provider shall provide periodic security training to those of its employees who operate or have access to the system. Further, Provider shall provide LEA with contact information of an employee who LEA may contact if there are any security concerns or questions.
- d. **Security Technology.** When the service is accessed using a supported web browser, Secure Socket Layer (“SSL”), or equivalent technology shall be employed to protect data from unauthorized access. The service security measures shall include server authentication and data encryption. Provider shall host data pursuant to the DPA in an environment using a firewall that is periodically updated according to industry standards.
- f. **Security Coordinator.** Provider shall provide the name and contact information of Provider’s Security Coordinator for the Student Data received pursuant to the DPA.
- g. **Subprocessors Bound.** Provider shall enter into written agreements whereby Subprocessors agree to secure and protect Student Data in a manner consistent with the terms of this Article V. Provider shall periodically conduct or review compliance monitoring and assessments of Subprocessors to determine their compliance with this Article.
- h. **Periodic Risk Assessment.** Provider further acknowledges and agrees to conduct periodic risk assessments and remediate any identified security and privacy vulnerabilities in a timely manner.
- i. **Backups.** Provider agrees to maintain backup copies, backed up at least daily, of Student Data in case of Provider’s system failure or any other unforeseen event resulting in loss of Student Data or any portion thereof.
- j. **Audits.** Upon receipt of a request from the LEA, no more than once a year, except in the case of a verified breach, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of the Student Data or any portion thereof. The Provider will cooperate reasonably with the LEA and any local, state, or federal agency with oversight authority/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 Provider. Failure to cooperate shall be deemed a material breach of the Agreement.
- k. **New Hampshire Specific Data Security Requirements.** The Provider agrees to the following privacy and security standards from “the Minimum Standards for Privacy and Security of Student and Employee Data” from the New Hampshire Department of Education. Specifically, the Provider agrees to:
 - (1) Limit system access to the types of transactions and functions that authorized users, such as students, parents, and LEA are permitted to execute;
 - (2) Limit unsuccessful logon attempts;

- (3) Employ cryptographic mechanisms to protect the confidentiality of remote access sessions;
- (4) Authorize wireless access prior to allowing such connections;
- (5) Create and retain system audit logs and records to the extent needed to enable the monitoring, analysis, investigation, and reporting of unlawful or unauthorized system activity;
- (6) Ensure that the actions of individual system users can be uniquely traced to those users so they can be held accountable for their actions;
- (7) Establish and maintain baseline configurations and inventories of organizational systems (including hardware, software, firmware, and documentation) throughout the respective system development life cycles;
- (8) Restrict, disable, or prevent the use of nonessential programs, functions, ports, protocols, and services;
- (9) Enforce a minimum password complexity and change of characters when new passwords are created;
- (10) Perform maintenance on organizational systems;
- (11) Provide controls on the tools, techniques, mechanisms, and personnel used to conduct system maintenance;
- (12) Ensure equipment removed for off-site maintenance is sanitized of any Student Data in accordance with NIST SP 800-88 Revision 1;
- (13) Protect (i.e., physically control and securely store) system media containing Student Data, both paper and digital;
- (14) Sanitize or destroy system media containing Student Data in accordance with NIST SP 800-88 Revision 1 before disposal or release for reuse;
- (15) Control access to media containing Student Data and maintain accountability for media during transport outside of controlled areas;
- (16) Periodically assess the security controls in organizational systems to determine if the controls are effective in their application and develop and implement plans of action designed to correct deficiencies and reduce or eliminate vulnerabilities in organizational systems;
- (17) Monitor, control, and protect communications (i.e., information transmitted or received by organizational systems) at the external boundaries and key internal boundaries of organizational systems;

- (18) Deny network communications traffic by default and allow network communications traffic by exception (i.e., deny all, permit by exception);
- (19) Protect the confidentiality of Student Data at rest;
- (20) Identify, report, and correct system flaws in a timely manner;
- (21) Provide protection from malicious code (i.e. Antivirus and Antimalware) at designated locations within organizational systems;
- (22) Monitor system security alerts and advisories and take action in response; and
- (23) Update malicious code protection mechanisms when new releases are available.

2. **Data Breach**. In the event that Student Data is accessed or obtained by an unauthorized individual, Provider shall provide notification to LEA within ten (10) days of the incident. Provider shall follow the following process:

- a. The security breach notification shall be written in plain language, shall be titled “Notice of Data Breach,” and shall present the information described herein under the following headings: “What Happened,” “What Information Was Involved,” “What We Are Doing,” “What You Can Do,” and “For More Information.” Additional information may be provided as a supplement to the notice.
- b. The security breach notification described above in section 2(a) shall include, at a minimum, the following information:
 - 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.
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
 - vi. The estimated number of students and teachers affected by the breach, if any.
- c. At LEA’s discretion, the security breach notification may also include any of the following:

- i. Information about what the Provider has done to protect individuals whose information has been breached.
 - ii. Advice on steps that the person whose information has been breached may take to protect himself or herself.
- d. Provider agrees to adhere to all requirements in the New Hampshire Data Breach law and in federal law 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.
 - e. 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 copy of said written incident response plan.
 - f. At the request of the LEA, Provider shall assist the LEA notify the affected parent, legal guardian or eligible pupil of the unauthorized access, which shall include the information listed in subsections (b) and (c), above.

ARTICLE VI: MISCELLANEOUS

1. **Term**. The Provider shall be bound by this DPA for the duration of the audit/evaluation. The duration of the audit/evaluation is outlined in Exhibit “A”.
2. **Termination**. In the event that either party seeks to terminate this DPA, they may do so by mutual written consent.

The LEA may terminate this DPA and any service agreement or contract with the Provider if the Provider breaches any terms of this DPA.

3. **Effect of Termination Survival**. If the DPA is terminated, the Provider shall destroy all of LEA’s data pursuant to Article V, section 1(b).
4. **Priority of Agreements**. This DPA shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA, IDEA, COPPA, PPRA, New Hampshire student privacy laws, including RSA 189:1-e and 189:65-69; RSA 186; NH Admin. Code Ed. 300 and NH Admin. Code Ed. 1100. In the event there is conflict between the terms of the DPA and any other writing, the terms of this DPA shall apply and take precedence. Except as described in this paragraph herein, all other provisions of any other agreement shall remain in effect.
5. **Notice**. All notices or other communication required or permitted to be given hereunder must be in writing and given by personal delivery, facsimile or e-mail transmission (if contact information is provided for the specific mode of delivery), or first class mail, postage prepaid, sent to the designated representatives below.

The designated representative for the Provider for this Agreement is:

Name Megan Phillips
Title Lead Evaluator
Address Keene State College, 229 Main St, Keene, NH 03435-3520
Telephone Number 802-275-8395
Email megan.phillips@keene.edu

The designated representative for the LEA for this Agreement is:

Name Stephen Cross
Title CIO
Address 20 Hecker St, Mancheste
Telephone Number 603-624-6300
Email Scross@mansd.org

6. **Entire Agreement.** This DPA constitutes 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.

7. **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.

8. **Governing Law; Venue and Jurisdiction.** THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF NEW HAMPSHIRE, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS OF [COUNTY OF LEA] COUNTY FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.

9. **Authority.** Provider represents that it is authorized to bind to the terms of this Agreement, 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, or may own, lease or control equipment or facilities of any kind where the Student Data and portion thereof stored, maintained or used in any way.
10. **Waiver.** No delay or omission of the LEA to exercise any right hereunder shall be construed as a waiver of any such right and the LEA reserves the right to exercise any such right from time to time, as often as may be deemed expedient.
11. **Multiple Counterparts:** This Agreement may be executed in any number of identical counterparts. If so executed, each of such counterparts shall constitute this Agreement. In proving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

ARTICLE VII- 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 this to any other school district who signs the acceptance in said Exhibit.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this New Hampshire Student Data Privacy Agreement as of the last day noted below.

LEA


By: 
STEVE CROSS (Jan 3, 2025 14:50 EST)

Date: 01/03/25

Printed Name: _____
Stephen P Cross

Title/Position: CIO

Keene State College on behalf of the Behavioral Health Improvement Institute

By: 
Digitally signed by Dianne Hall
Date: 2024.12.19 08:27:42 -05'00'

Date:

Dianne Hall
Manager, Pre-Award Compliance

EXHIBIT “A”
DESCRIPTION OF SERVICES

Purpose of the audit/evaluation to be conducted:

The goal of Manchester STOP School Violence is to reduce violence in schools by identifying concerning student behaviors early and offering evidence-based interventions to prevent violence from occurring.

The Program is supported by a grant funded by the United States Department of Justice.

The project will support development of structured behavioral threat assessment infrastructure in Manchester School District middle and high schools, including implementation of multidisciplinary threat assessment teams and threat assessment procedures and documentation.

The Behavioral Health Improvement Institute at Keene State College (BHII) serves as the external evaluator for the STOP School Violence project via a contract with Manchester Police Department. BHII will have access to both aggregate (e.g., school or district-level) and individual student-level data provided by Manchester School District to support implementation and ongoing evaluation and quality improvement of the STOP School Violence program.

Scope of the proposed audit/evaluation:

In addition to collecting infrastructure and capacity development measures for the project, BHII will have access to data related to both anonymous and identifiable school safety threat tips and reports, as well as identified student involvement in potential and actual school safety threats.

Duration of the audit/evaluation:

The term of this Agreement shall be effective from the Effective Date of the contract, until six months beyond the end of the period of grant funding.

BHII’s role in data collection, analysis, and reporting will terminate at the end of the funding period. BHII will then have an additional six months to return to the Client a copy of their data for archival purposes, at which point this agreement will be considered closed and BHII will destroy all sensitive data associated with the agreement. BHII will destroy sensitive data using a secure overwrite utility that overwrites the data files with random information, thus rendering the entirety of the data unrecoverable.

If there is a no-cost extension for the grant, the evaluation will continue until the end of the no-cost extension.

Methodology of the audit/evaluation:

The data that BHII will have access to include:

Recipient data: Measures of student demographic, behavior, and referral data related to reports of threats to school-based safety and involvement in potential/actual school safety threat incidents, including witnesses; follow-up with students potentially/actually involved in school safety threats, including interview content, contacts with parents/caregivers, safety plans, risk assessments, police follow-up, and student referrals to social-emotional and behavioral supports following threat assessments.

Provider/staff data: Measures of district/school staff and Student Resource Officer involvement in potential/actual threats to school safety, participation on district/school threat assessment teams, and involvement in threat assessments.

Agency data: Measures of infrastructure and capacity development including school safety assessments and plan development; policy/procedure changes, trainings conducted, technology systems developed, team meeting membership and actions; measures of systems including number and types of tips received, content of tips, and subsequent outcomes.

A subset of threat tips submitted by anonymous and identifiable reporters (students, staff, parent/caregivers) will be collected via Formstack. Formstack is a secure, cloud-based platform used primarily to collect organized data via HTML forms. Formstack employs HIPAA-compliant security and privacy features including: data encryption, access controls, configurable authentication policies, auditing, security logging and monitoring, routine vulnerability testing, data backups, and customizable roles and permissions. For more information about Formstack’s security, please see:

<https://www.formstack.com/data-security>. All data collected by Formstack will feed directly into Quickbase (see below).

All STOP School Violence data is collected and stored via a cloud-based data platform developed and hosted by BHII. BHII utilizes Quickbase software for collection and storage of sensitive data. Quickbase is a secure, password-protected, cloud-based data platform. BHII’s instance of Quickbase is password-protected, HIPAA-, and FERPA-compliant. For more information about Quickbase’s security, please see: <https://www.quickbase.com/security-and-compliance>. BHII adheres to the National Institute of Standards and Technology’s cybersecurity recommendations in its configuration and implementation of Quickbase. Users in BHII’s Quickbase applications can only be added by BHII staff with administrative privileges. Each new user is assigned permissions that regulate which fields within the database they can access for data entry or extraction, and users access Quickbase by logging in with their personally assigned username and password. All users are automatically logged out after a period of inactivity, regardless of role/permissions. Users are temporarily prevented from logging in after several consecutive failed login attempts.

The Program data table below details the nature of the data collected via Quickbase and Formstack and stored in the Quickbase platform. Data that contains personally identifiable information (PII) is indicated in the column labeled “Contains PII.” All other data listed in the table does not contain PII.

STOP School Violence program data

| Domain | Measure | Method | Reporting |
|--|--|-----------------------------------|------------------|
| School Safety Assessments and Plans | #/type/content of school safety assessments conducted | Entered in Quickbase in real-time | Semi-annual |
| | #/type/content of school safety plans developed | Entered in Quickbase in real-time | Semi-annual |
| Technology Systems | #, type, dates of policy/procedure changes related to technology solutions | Entered in Quickbase in real-time | Semi-annual |

| Domain | Measure | Method | Reporting | |
|--|--|--|--|-----------------------------------|
| | # & types of users trained in technology solutions by date | | | |
| | # hits/visits/downloads on system site | Entered in Quickbase | Semi-annual | |
| Threat Assessments & School Safety Teams | #, type, dates of policy/procedure changes related to threat assessments & school safety teams | Entered in Quickbase in real-time by Team Leads and/or District Safety Coordinator | Quarterly | |
| | # district/school threat assessment team members by organization and role | | | |
| | # threat assessment team meetings/huddles & attendance rate by organization and role | | | |
| | #/types of threat tips received, anonymous and identified | Tips from online school threat form entered into Formstack in real time; others entered into Quickbase in real time | Semi-annual to funder, ongoing to local stakeholders as needed | |
| | #/types/demographics of identified individuals from tips received | | | |
| | # threat risk assessments by tool/outcome | Information tracked by school threat assessment team lead and/or District Safety Coordinator and entered in real-time into Quickbase | | |
| | #/types of contacts/follow ups with identified individuals | | | |
| | #/types referrals for supports and services for identified individuals | | | |
| | #/types of successful referrals of identified individuals by threat assessment outcome, service, and provider type | | | |
| | #/types of services/EBPs received, by threat assessment outcome, service, and provider type | | | |
| #/types of PD contacts with identified individuals | | | | |
| Training & Education to Prevent School Violence | # of individuals trained, by training type, focus, presenter(s) and participant home organization & role | | | Entered in Quickbase in real-time |
| | #/types of trainings conducted | | | |

Why PII Must be Disclosed:

The evaluation database requires PII in order to effectively support the STOP School Violence threat assessment process, which involves PII about individual students and following of a student case over time by a team. It would not be possible to implement without PII.

How the PII will be used/disclosed:

BHII staff who may receive and use data for this project include Lead Evaluators, Evaluator, Data Analyst, and any additional members of the BHII team and/or subcontractors who contribute to data collection, management, analysis, or reporting. BHII will provide all evaluation and technical training for staff at partner organizations implicated in data collection and sharing in connection with this project.

PII will be used only for evaluation purposes. All data will be de-identified for reporting to the STOP School Violence federal funding agency. No Sensitive information will be shared beyond the Client unless at least one of the following conditions is met:

- 1) Information that would permit linking data to identifiable Recipients and/or the Client is removed
- or 2) the Recipient and/or Client to whom the data pertains has granted written authorization.

The protection of SI and PII is critical to BHII's work. BHII will implement and enforce security policies and procedures that are reasonably designed to protect the security, privacy, confidentiality, and integrity of these data against risks – such as unauthorized access or use, or unintended or inappropriate disclosure – through the use of administrative, technological, and physical safeguards appropriate to the sensitivity of the information.

All data shared with BHII shall be and will remain the exclusive property of the Client. BHII will not share or disclose any of this data to unauthorized individuals or entities without prior written consent from the Client, unless it is already or becomes generally known to and available for use by the public or unless BHII is obliged to do so to comply with the law.

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. | x |
| | Other application technology meta data-Please specify: | |
| Application Use Statistics | Meta data on user interaction with application | x |
| Assessment | Standardized test scores | |
| | Observation data | |
| | Other assessment data-Please specify: | |
| Attendance | Student school (daily) attendance data | |
| | Student class attendance data | |
| Communications | Online communications that are captured (emails, blog entries) | |
| Conduct | Conduct or behavioral data | x |
| Demographics | Date of Birth | |
| | Place of Birth | |
| | Gender | x |
| | Ethnicity or race | x |
| | Language information (native, preferred or primary language spoken by student) | |
| | Other demographic information-Please specify: | |
| Enrollment | Student school enrollment | x |
| | Student grade level | x |
| | Homeroom | |
| | Guidance counselor | |
| | Specific curriculum programs | |
| | Year of graduation | x |
| | Other enrollment information-Please specify: | |
| Parent/Guardian Contact Information | Address | |
| | Email | |
| | Phone | |
| Parent/Guardian ID | Parent ID number (created to link parents to students) | |

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

| Category of Data | Elements | Check if used by your system |
|------------------|---|------------------------------|
| | Other student work data - Please specify: | |
| | | |
| Transcript | Student course grades | |
| | Student course data | |
| | Student course grades/performance scores | |
| | Other transcript data -Please specify: | |

| Category of Data | Elements | Check if used by your system |
|------------------|--|------------------------------|
| Transportation | Student bus assignment | |
| | Student pick up and/or drop off location | |
| | Student bus card ID number | |
| | Other transportation data - Please specify: | |
| | | |
| Other | Please list each additional data element used, stored or collected by your application | |

EXHIBIT “C”

DEFINITIONS

Authorized Representative: Referred to as the Provider in this DPA. It is any entity or individual designated by the LEA to conduct—with respect to Federal – or state-supported education programs—any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

NIST 800-63-3: Draft National Institute of Standards and Technology (“NIST”) Special Publication 800-63-3 Digital Authentication Guideline.

Personally Identifiable Information (PII): The terms “Personally Identifiable Information” or “PII” shall include, but are not limited to, Student Data, metadata, and user or pupil-generated content. PII includes, without limitation, at least the following:

| | |
|---|-----------------------------|
| First Name | Home Address |
| Last Name | Subject |
| Telephone Number | Email Address |
| Discipline Records | Test Results |
| Special Education Data | Juvenile Dependency Records |
| Grades | Evaluations |
| Criminal Records | Medical Records |
| Health Records | Social Security Number |
| Biometric Information | Disabilities |
| Socioeconomic Information | Food Purchases |
| Political Affiliations | Religious Information |
| Text Messages | Documents |
| Student Identifiers | Search Activity |
| Photos | Voice Recordings |
| Videos | Date of Birth |
| Grade | Classes |
| Place of birth | Social Media Address |
| Unique pupil identifier | |
| Credit card account number, insurance account number, and financial services account number | |
| Name of the student's parents or other family members | |

General Categories:

Indirect Identifiers: Any information that, either alone or in aggregate, would allow a reasonable person to be able to identify a student to a reasonable certainty

Information in the Student’s Educational Record

Information in the Student's Email

Provider: For purposes of the DPA, the term "Provider" means Authorized Representative conducting audit/evaluation services.

Pupil Records: Means both of the following: (1) Any information that directly relates to a pupil that is maintained by LEA.

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, home address, telephone number, email address, or other information allowing 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, food purchases, political affiliations, religious information text messages, documents, , the name of the student's parents or other family members, place of birth, social media address, unique pupil identifier, and credit card account number, insurance account number, and financial services account number, student identifiers, search activity, photos, voice recordings or geolocation information. Student Data shall constitute Pupil Records for the purposes of this Agreement, and for the purposes of New Hampshire and Federal laws and regulations. Student Data as specified in Exhibit B is confirmed to be collected or processed by the Provider pursuant to the Services.

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

Subprocessor: For the purposes of this Agreement, 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 software, and who has access to PII.

Targeted Advertising: Targeted advertising means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student generated content or inferred over time from the usage of the Provider's website, online service or mobile application by such student or the retention of such student's online activities or requests over time.

Third Party: The term "Third Party" means an entity that is not the provider or LEA.

EXHIBIT "D"
DISPOSITION OF DATA

The Provider confirms the Disposition of the Data as follows:

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 was by the following method:

3. Timing of Disposition

Disposition was complete on the following date: _____

4. Signature

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 statutes; (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.

[INSERT PROVIDERS NAME]

BY: _____

Date: _____

Printed Name: _____

Title/Position: _____

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: _____

Printed Name: _____

Title/Position: _____

SCHOOL DISTRICT NAME: _____

DATE: _____

DESIGNATED REPRESENTATIVE OF LEA:

| | |
|------------------|-------|
| Name | _____ |
| Title | _____ |
| Address | _____ |
| Telephone Number | _____ |
| Email | _____ |

COUNTY OF LEA: _____

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

If yes, please provide it.

2. Has your organization adopted a cybersecurity framework to minimize the risk of a data breach? If so which one(s):

____ ISO 27001/27002

____ CIS Critical Security Controls

____ NIST Framework for Improving Critical Infrastructure Security

____ Other: _____

3. Does your organization store any customer data outside the United States? Yes No

4. Does your organization encrypt customer data both in transit and at rest? Yes No

5. Please provide the name and contact info of your Chief Information Security Officer (CISO) or the person responsible for data security should we have follow-up questions.

Name: _____

Contact information: _____

6. Please provide any additional information that you desire.






STOP School Violence DPA 2024-12-12 PE

Final Audit Report

2025-01-03

| | |
|-----------------|--|
| Created: | 2025-01-03 |
| By: | Ramah Hawley (rhawley@tec-coop.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAf9nw8tieUW0AlwMIUR0J0_V1nq_YGVXj |

"STOP School Violence DPA 2024-12-12 PE" History

-  Document created by Ramah Hawley (rhawley@tec-coop.org)
2025-01-03 - 3:52:31 PM GMT
-  Document emailed to STEVE CROSS (scross@mansd.org) for signature
2025-01-03 - 3:52:37 PM GMT
-  Email viewed by STEVE CROSS (scross@mansd.org)
2025-01-03 - 7:21:48 PM GMT
-  Document e-signed by STEVE CROSS (scross@mansd.org)
Signature Date: 2025-01-03 - 7:50:16 PM GMT - Time Source: server
-  Agreement completed.
2025-01-03 - 7:50:16 PM GMT