

## Data Security and Privacy Plan

### 1. Exclusive Purposes for Data Use

- a. Please list the exclusive purposes for which the student data [or teacher or principal data] will be used by the service provider.

Custom Computer Specialists ("Custom") assists school districts with implementing the Infinite Campus Student Information system as well as managing student data in Infinite Campus (the SIS). Districts and BOCES provide Custom with access to student and personnel data to support these services.

Initial BN

### 2. Data Accuracy/Correction Practices

- a. Parent [student, eligible student, teacher or principal] may challenge the accuracy of the data by...

Contacting their School District

Initial BN

### 3. Subcontractor Oversight Details

- a. This contract has subcontractors: Yes ☐ No ☒
- b. Describe how the contractor will ensure subcontractors abide by data protection and security requirements, including but not limited to those outlined in applicable state and federal laws and regulations:

N/A

Initial BN

## 4. Security Practices

- a. Where is the data stored? (described in such a manner as to protect data security)  
Secure FTP Server (CSV files or Excel Files) and on a MS SQL Database.
- b. The security protection practices taken to ensure data will be protected include:

Data received by Custom (for data migrations) is stored on a secure (and encrypted) server. All files used during the migration process are deleted once they are no longer needed.

Access to the Infinite Campus product and data is via a secure site and/or connection.

Initial 

## 5. Contract Lifecycle Practices

- a. The agreement expires 06/30/2025
- b. When the agreement expires,
- How long will the student [or teacher or principal] data be retained?  
Data will not be retained.
  - How will the student data be disposed of?  
All data will be deleted once there is no longer a need or if the contract is not renewed.

Initial 

## 6. Encryption Practices

- a. Data encryption is applied in accordance with Education Law 2-d 5(f)(5)  
 Yes ☒ No ☐

Initial 

## 7. Training Practices

- a. Annual training on federal and state law governing confidentiality is required for any officers, employees, or assignees who have access to student [or teacher or principal] data  
 Yes ☒ No ☐

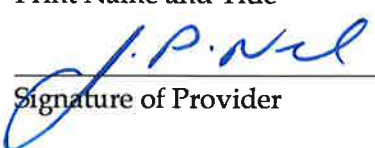
Initial 

Custom Computer Specialists, LLC

Company Name

JP Nel - Executive Vice President

Print Name and Title



Signature of Provider

4/17/2024

Date