

### 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.

The exclusive purpose for which the student data (or teacher or principal data) will be used by Optimum Solutions corporation (OSC) is to provided educational test scoring services to Nassau BOCES

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2. Data Accuracy/Correction Practices

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

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 OSC pursuant to this Agreement, the challenge will be directed to Nassau BOCES and processed in accordance with the procedures of Nassau BOCES.

In the event that a teacher or principal seeks to challenge the accuracy of the teacher or principal data pertaining to the particular teacher or principal, which data may include records maintained, stored, transmitted or generated b OSC pursuan tto this Agreement, the challenge will be directed to Nassau BOCES and processed in accordance with the procedures Nassau BOCES has established for challenging annual professional performance reviews ("APPR") data;

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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:

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4. Security Practices

- a. Where is the data stored? (described in such a manner as to protect data security)

Student Data transferred to OSC by Nassau BOCES will be stored in electronic memory (on servers or other computers) and maintained by or on behalf of OSC in the United States

- b. The security protection practices taken to ensure data will be protected include:

The measures that OSC will take to protect the privacy and security of Student Data while it is stored in that manner include, but are not necessarily limited to: encryption to the extent required by Section 2-d; restricted physical access to the servers/computers; software-based solutions intended to prohibit unauthorized entry such as regularly updated virus scans, firewalls, and use of passwords and administrative controls such as selective user access rights.

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5. Contract Lifecycle Practices

- a. The agreement expires 06/30/2025

- b. When the agreement expires,

- i. How long will the student [or teacher or principal] data be retained?

Student (or teacher or principal) data will be retained until scoring services are completed, or a date up until August 30, 2025 as furnished by Nassau BOCES

- ii. How will the student data be disposed of?

The student data will be disposed of in accordance to directions provided by Nassau BOCES

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6. Encryption Practices

- a. Data encryption is applied in accordance with Education Law 2-d 5(f)(5)

Yes  No

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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

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Optimum Solutions Corporation

Company Name

Clifford R. Johnsen VP Sales

Print Name and Title

*Clifford R. Johnsen*

Signature of Provider

02/26/2024

Date