



# Livonia Central School District

*where all students achieve and thrive*

Livonia Central School District

and

CodeHS

This Data Privacy Agreement ("DPA") is by and between the Livonia Central School District ("EA"), an Educational Agency, and CodeHS ("Contractor"), collectively, the "Parties".

## ARTICLE I: DEFINITIONS

As used in this DPA, the following terms shall have the following meanings:

1. **Breach:** The unauthorized acquisition, access, use, or disclosure of Personally Identifiable Information in a manner not permitted by State and federal laws, rules and regulations, or in a manner which compromises its security or privacy, or by or to a person not authorized to acquire, access, use, or receive it, or a Breach of Contractor's security that leads to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personally Identifiable Information.
2. **Commercial or Marketing Purpose:** means the sale, use or disclosure of Personally Identifiable Information for purposes of receiving remuneration, whether directly or indirectly; the sale, use or disclosure of Personally Identifiable Information for advertising purposes; or the sale, use or disclosure of Personally Identifiable Information to develop, improve or market products or services to students.
3. **Disclose:** To permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written or electronic, whether intended or unintended.
4. **Education Record:** An education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 U.S.C. 1232g and 34 C.F.R. Part 99, respectively.
5. **Educational Agency:** As defined in Education Law 2-d, a school district, board of cooperative educational services, school, charter school, or the New York State Education Department.
6. **Eligible Student:** A student who is eighteen years of age or older.
7. **Encrypt or Encryption:** As defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Rule at 45 CFR 164.304, means the use of an algorithmic process to transform Personally Identifiable Information into an unusable, unreadable, or indecipherable form in which there is a low probability of assigning meaning without use of a confidential process or key.
8. **NIST Cybersecurity Framework:** The U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity Version 1.1.



9. **Parent:** A parent, legal guardian or person in parental relation to the Student.
10. **Personally Identifiable Information (PII):** Means personally identifiable information as defined in section 99.3 of Title 34 of the Code of Federal Regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C 1232g , and Teacher or Principal APPR Data, as defined below.
11. **Release:** Shall have the same meaning as Disclose.
12. **School:** Any public elementary or secondary school including a charter school, universal pre-kindergarten program authorized pursuant to Education Law § 3602-e, an approved provider of preschool special education, any other publicly funded pre-kindergarten program, a school serving children in a special act school district as defined in Education Law § 4001, an approved private school for the education of students with disabilities, a State-supported school subject to the provisions of Article 85 of the Education Law, or a State-operated school subject to the provisions of Articles 87 or 88 of the Education Law.
13. **Student:** Any person attending or seeking to enroll in an Educational Agency.
14. **Student Data:** Personally identifiable information as defined in section 99.3 of Title 34 of the Code of Federal Regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C 1232g.
15. **Subcontractor:** Contractor’s non-employee agents, consultants and/or subcontractors engaged in the provision of services pursuant to the Service Agreement.
16. **Teacher or Principal APPR Data:** Personally Identifiable Information from the records of an Educational Agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law §§ 3012-c and 3012-d.

## ARTICLE II: PRIVACY AND SECURITY OF PII

### 1. Compliance with Law.

In order for Contractor to provide certain services ("Services") to the EA pursuant to a contract dated 1/23/2025 ("Service Agreement"); Contractor may receive PII regulated by several New York and federal laws and regulations, among them, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); New York Education Law Section 2-d; and the Commissioner of Education’s Regulations at 8 NYCRR Part 121. The Parties enter this DPA to address the requirements of New York law. Contractor agrees to maintain the confidentiality and security of PII in accordance with applicable New York, federal and local laws, rules and regulations.



## **2. Authorized Use.**

Contractor has no property or licensing rights or claims of ownership to PII, and Contractor must not use PII for any purpose other than to provide the Services set forth in the Service Agreement. Neither the Services provided nor the manner in which such Services are provided shall violate New York law.

## **3. Data Security and Privacy Plan.**

Contractor shall adopt and maintain administrative, technical and physical safeguards, measures and controls to manage privacy and security risks and protect PII in a manner that complies with New York State, federal and local laws and regulations and the EA's policies. Education Law Section 2-d requires that Contractor provide the EA with a Data Privacy and Security Plan that outlines such safeguards, measures and controls including how the Contractor will implement all applicable state, federal and local data security and privacy requirements. Contractor's Data Security and Privacy Plan is attached to this DPA as Exhibit C.

## **4. EA's Data Security and Privacy Policy**

State law and regulation requires the EA to adopt a data security and privacy policy that complies with Part 121 of the Regulations of the Commissioner of Education and aligns with the NIST Cyber Security Framework. Contractor shall comply with the EA's data security and privacy policy and other applicable policies.

## **5. Right of Review and Audit.**

Upon request by the EA, Contractor shall provide the EA with copies of its policies and related procedures that pertain to the protection of PII. It may be made available in a form that does not violate Contractor's own information security policies, confidentiality obligations, and applicable laws. In addition, Contractor may be required to undergo an audit of its privacy and security safeguards, measures and controls as it pertains to alignment with the requirements of New York State laws and regulations, the EA's policies applicable to Contractor, and alignment with the NIST Cybersecurity Framework performed by an independent third party at Contractor's expense, and provide the audit report to the EA. Contractor may provide the EA with a recent industry standard independent audit report on Contractor's privacy and security practices as an alternative to undergoing an audit.

## **6. Contractor's Employees and Subcontractors.**

- (a) Contractor shall only disclose PII to Contractor's employees and subcontractors who need to know the PII in order to provide the Services and the disclosure of PII shall



be limited to the extent necessary to provide such Services. Contractor shall ensure that all such employees and subcontractors comply with the terms of this DPA.

- (b) Contractor must ensure that each subcontractor performing functions pursuant to the Service Agreement where the subcontractor will receive or have access to PII is contractually bound by a written agreement that includes confidentiality and data security obligations equivalent to, consistent with, and no less protective than, those found in this DPA.
- (c) Contractor shall examine the data security and privacy measures of its subcontractors prior to utilizing the subcontractor. If at any point a subcontractor fails to materially comply with the requirements of this DPA, Contractor shall: notify the EA and remove such subcontractor's access to PII; and, as applicable, retrieve all PII received or stored by such subcontractor and/or ensure that PII has been securely deleted and destroyed in accordance with this DPA. In the event there is an incident in which the subcontractor compromises PII, Contractor shall follow the Data Breach reporting requirements set forth herein.
- (d) Contractor shall take full responsibility for the acts and omissions of its employees and subcontractors.
- (e) Contractor must not disclose PII to any other party unless such disclosure is required by statute, court order or subpoena, and the Contractor makes a reasonable effort to notify the EA of the court order or subpoena in advance of compliance but in any case, provides notice to the EA no later than the time the PII is disclosed, unless such disclosure to the EA is expressly prohibited by the statute, court order or subpoena.

## 7. **Training.**

Contractor shall ensure that all its employees and Subcontractors who have access to PII have received or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access.

## 8. **Termination**

The obligations of this DPA shall continue and shall not terminate for as long as the Contractor or its sub-contractors retain PII or retain access to PII.

## 9. **Data Return and Destruction of Data.**

- (a) Protecting PII from unauthorized access and disclosure is of the utmost importance to the EA, and Contractor agrees that it is prohibited from retaining PII or continued access to PII or any copy, summary or extract of PII, on any storage medium (including, without limitation, in secure data centers and/or cloud-based facilities)



whatsoever beyond the period of providing Services to the EA, unless such retention is either expressly authorized for a prescribed period by the Service Agreement or other written agreement between the Parties, or expressly requested by the EA for purposes of facilitating the transfer of PII to the EA or expressly required by law. As applicable, upon expiration or termination of the Service Agreement, Contractor shall transfer PII, in a format agreed to by the Parties to the EA.

- (b) If applicable, once the transfer of PII has been accomplished in accordance with the EA's written election to do so, Contractor agrees to return or destroy all PII when the purpose that necessitated its receipt by Contractor has been completed. Thereafter, with regard to all PII (including without limitation, all hard copies, archived copies, electronic versions, electronic imaging of hard copies) as well as any and all PII maintained on behalf of Contractor in a secure data center and/or cloud-based facilities that remain in the possession of Contractor or its Subcontractors, Contractor shall ensure that PII is securely deleted and/or destroyed in a manner that does not allow it to be retrieved or retrievable, read or reconstructed. Hard copy media must be shredded or destroyed such that PII cannot be read or otherwise reconstructed, and electronic media must be cleared, purged, or destroyed such that the PII cannot be retrieved. Only the destruction of paper PII, and not redaction, will satisfy the requirements for data destruction. Redaction is specifically excluded as a means of data destruction.
- (c) Contractor shall provide the EA with a written certification of the secure deletion and/or destruction of PII held by the Contractor or Subcontractors.
- (d) To the extent that Contractor and/or its subcontractors continue to be in possession of any de-identified data (i.e., data that has had all direct and indirect identifiers removed), they agree not to attempt to re-identify de-identified data and not to transfer de-identified data to any party.

## 10. **Commercial or Marketing Use Prohibition.**

Contractor agrees that it will not sell PII or use or disclose PII for a Commercial or Marketing Purpose.

## 11. **Encryption.**

Contractor shall use industry standard security measures including encryption protocols that comply with New York law and regulations to preserve and protect PII. Contractor must encrypt PII at rest and in transit in accordance with applicable New York laws and regulations.



**12. Breach.**

(a) Contractor shall promptly notify the EA of any Breach of PII without unreasonable delay no later than seven (7) business days after discovery of the Breach. Notifications required pursuant to this section must be in writing, given by personal delivery, e-mail transmission (if contact information is provided for the specific mode of delivery), or by registered or certified, and must to the extent available, include a description of the Breach which includes the date of the incident and the date of discovery; the types of PII affected and the number of records affected; a description of Contractor’s investigation; and the contact information for representatives who can assist the EA. Notifications required by this section must be sent to the EA’s District Superintendent or other head administrator with a copy to the Data Protection Office. Violations of the requirement to notify the EA shall be subject to a civil penalty pursuant to Education Law Section 2-d. The Breach of certain PII protected by Education Law Section 2-d may subject the Contractor to additional penalties.

(b) Notifications required under this paragraph must be provided to the EA at the following address:

[Name: Erin Weingaertner

Title: Director of Professional Learning and Instructional Technology

Address: 40 Spring Street

City, State, Zip: Livonia, NY 14487

Email:] eweingaertner@livoniacs.org

**13. Cooperation with Investigations.**

Contractor agrees that it will cooperate with the EA and law enforcement, where necessary, in any investigations into a Breach. Any costs incidental to the required cooperation or participation of the Contractor or its’ Authorized Users, as related to such investigations, will be the sole responsibility of the Contractor if such Breach is attributable to Contractor or its Subcontractors.

**14. Notification to Individuals.**

Where a Breach of PII occurs that is attributable to Contractor, Contractor shall pay for or promptly reimburse the EA for the full cost of the EA’s notification to Parents, Eligible Students, teachers, and/or principals, in accordance with Education Law Section 2-d and 8 NYCRR Part 121.



## 15. Termination.

The confidentiality and data security obligations of the Contractor under this DPA shall survive any termination of this DPA but shall terminate upon Contractor's certifying that it has destroyed all PII.

## ARTICLE III: PARENT AND ELIGIBLE STUDENT PROVISIONS

### 1. Parent and Eligible Student Access.

Education Law Section 2-d and FERPA provide Parents and Eligible Students the right to inspect and review their child's or the Eligible Student's Student Data stored or maintained by the EA. To the extent Student Data is held by Contractor pursuant to the Service Agreement, Contractor shall respond within thirty (30) calendar days to the EA's requests for access to Student Data so the EA can facilitate such review by a Parent or Eligible Student, and facilitate corrections, as necessary. If a Parent or Eligible Student contacts Contractor directly to review any of the Student Data held by Contractor pursuant to the Service Agreement, Contractor shall promptly notify the EA and refer the Parent or Eligible Student to the EA.

### 2. Bill of Rights for Data Privacy and Security.

As required by Education Law Section 2-d, the Parents Bill of Rights for Data Privacy and Security and the supplemental information for the Service Agreement are included as Exhibit A and Exhibit B, respectively, and incorporated into this DPA. Contractor shall complete and sign Exhibit B and append it to this DPA. Pursuant to Education Law Section 2-d, the EA is required to post the completed Exhibit B on its website.

## ARTICLE IV: MISCELLANEOUS

### 1. Priority of Agreements and Precedence.

In the event of a conflict between and among the terms and conditions of this DPA, including all Exhibits attached hereto and incorporated herein and the Service Agreement, the terms and conditions of this DPA shall govern and prevail, shall survive the termination of the Service Agreement in the manner set forth herein, and shall supersede all prior communications, representations, or agreements, oral or written, by the Parties relating thereto.

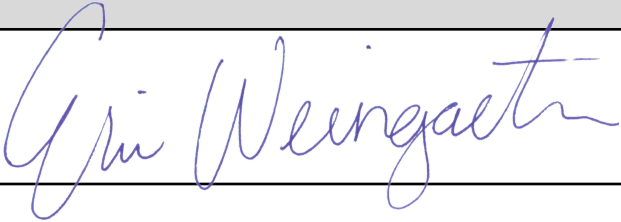



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## 2. Execution.


This DPA may be executed in one or more counterparts, all of which shall be considered one and the same document, as if all parties had executed a single original document, and may be executed utilizing an electronic signature and/ or electronic transmittal, and each signature thereto shall be and constitute an original signature, as if all parties had executed a single original document.

EDUCATIONAL AGENCY	CONTRACTOR
BY: 	BY: <b>[Signature]</b> 
Erin Weingaertner	<b>[Printed Name]</b> Miri Kudia
Director of Professional Learning and Instructional Technology	<b>[Title]</b> Operations Manager
Date: 2/1/2025	Date: 1/29/2025

## EXHIBIT A - Education Law §2-d Bill of Rights for Data Privacy and Security

Parents (including legal guardians or persons in parental relationships) and Eligible Students (students 18 years and older) can expect the following:

1. A student’s personally identifiable information (PII) cannot be sold or released for any Commercial or Marketing purpose. PII, as defined by Education Law § 2-d and the Family Educational Rights and Privacy Act ("FERPA"), includes direct identifiers such as a student’s name or identification number, parent’s name, or address; and indirect identifiers such as a student’s date of birth, which when linked to or combined with other information can be used to distinguish or trace a student’s identity. Please see FERPA’s regulations at 34 CFR 99.3 for a more complete definition.
2. The right to inspect and review the complete contents of the student’s education record stored or maintained by an educational agency. This right may not apply to Parents of an Eligible Student.
3. State and federal laws such as Education Law § 2-d; the Commissioner of Education’s Regulations at 8 NYCRR Part 121, FERPA at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); and the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student’s identifiable information.
4. Safeguards associated with industry standards and best practices including, but not limited to, encryption, firewalls and password protection must be in place when student PII is stored or transferred.
5. A complete list of all student data elements collected by NYSED is available at [www.nysed.gov/data-privacy-security/student-data-inventory](http://www.nysed.gov/data-privacy-security/student-data-inventory) and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. (i) Complaints should be submitted to the EA at: 40 Spring Street, Livonia, NY 14487, 585-346-4000. (ii) Complaints may also be submitted to the NYS Education Department at [www.nysed.gov/data-privacy-security/report-improper-disclosure](http://www.nysed.gov/data-privacy-security/report-improper-disclosure), by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to [privacy@nysed.gov](mailto:privacy@nysed.gov); or by telephone at 518-474-0937.
7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
8. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

CONTRACTOR	
[Signature]	
[Printed Name]	Miri Kudia
[Title]	Operations Manager
Date:	1/29/2025



### OVERVIEW

CodeHS is compliant with NY Ed Law 2-d. Please submit your district's Data Privacy Agreement and Parents' Bill of Rights to [hello@codehs.com](mailto:hello@codehs.com) for review. The following document provides the additional information requested under Ed Law 2-d.

In this packet:

- Third Party Contractor's Data Security & Privacy Plan
- Third Party Contractors Supplemental Agreement
- CodeHS Privacy Policy
- CodeHS Incident Response Plan
- CodeHS Data Deletion Policy
- Schedule of Data

### THIRD-PARTY CONTRACTOR'S DATA SECURITY AND PRIVACY PLAN

#### *Exclusive Purposes for Data Use*

CodeHS will only use student data for the purposes outlined in this agreement and the CodeHS Terms of Use and Privacy Policy.

#### *Data Accuracy/Correction Practices*

Parents or students should contact their LEA directly with requests to challenge the accuracy of their data stored on CodeHS.

LEA privacy representatives should contact CodeHS at [hello@codehs.com](mailto:hello@codehs.com) with any requests to correct data.

#### *Subcontractor Oversight Details*

CodeHS does not utilize subcontractors. Any subcontractors CodeHS uses in the future will be required to uphold privacy policies and procedures that are of an equal or greater standard than the terms of this agreement.

Current list of any subcontractors can be found at <https://codehs.com/subcontractors>.

#### *Security Practices*

Data is stored with Amazon Web Services ("AWS") in encrypted databases. All data and traffic are encrypted using HTTPS.

## THIRD-PARTY CONTRACTOR'S DATA SECURITY AND PRIVACY SUPPLEMENTAL AGREEMENT

In accordance with its obligations under the District's Parents' Bill Rights and Data Privacy and Security Agreement, the Contractor represents and warrants that its data security and privacy plan described below or attached hereto contains the following minimum required provisions:

(i) Contractor will implement State and federal data security and privacy contract requirements for the duration of its contract that is consistent with the school district's data security and privacy policy by:

*CodeHS Privacy Policy and Terms of use can be found at <https://codehs.com/privacy> and <https://codehs.com/terms>, respectively. All employees with access to data are trained to uphold these documented privacy standards and procedures, and all data is encrypted using HTTPS.*

(ii) Contractor will use the following administrative, operational and technical safeguards to protect personally identifiable information:

*All data and traffic are encrypted using HTTPS. Data is stored with AWS in encrypted databases.*

(iii) Contractor has complied with requirements of §121.3(c) of the Commissioner's Regulations by providing and complying with the supplemental contractor information attached to its contract or written agreement with the District, or as follows:

*CodeHS supplemental Data Security and Privacy Plan can be found above, on the first page of <https://codehs.com/privacy/newyork>.*

(iv) Contractor's employees and any assignees with access to student data, or teacher or principal data have received or will receive training on relevant confidentiality laws, before receiving access to such data, as follows:

*All employees receive annual Cybersecurity training. All employees with access to PII receive training on confidentiality laws and company procedures to ensure that PII is kept secure and confidential.*

(v) Contractor will use the following subcontractors and will ensure that personally identifiable information received by its subcontractors is protected, as follows:

*CodeHS does not utilize subcontractors. Any subcontractors CodeHS uses in the future will be required to uphold privacy policies and procedures that are of an equal or greater standard than the terms of this agreement.*

*Current list of any subcontractors can be found at <https://codehs.com/subcontractors>.*

(vi) Contractor will implement an action plan for handling any breach or unauthorized disclosure of personally identifiable information and will promptly notify the school district of any breach or unauthorized disclosure as follows:

*CodeHS Incident Response Plan can be found below and is also available at [https://codehs.com/incident\\_response](https://codehs.com/incident_response).*

(vii) Data will be returned, transitioned to a successor contractor, deleted or destroyed when the contract ends or is terminated as follows:

*Upon written request by the district, CodeHS will delete all student data.*

*CodeHS Data Deletion Policy can be found below and is also available at [https://codehs.com/data\\_deletion](https://codehs.com/data_deletion).*

# CODEHS PRIVACY POLICY

## *About CodeHS*

CodeHS, Inc. is a comprehensive online coding platform to help schools and districts teach computer science. The platform includes web-based curriculum, teacher tools and resources, and professional development.

Please read this Privacy Policy carefully before accessing or using the Website. In this Policy, we refer to these products as the “Website” or the “Services”.

## *What is this policy all about?*

This privacy policy (the “Policy”) explains what data we collect, why we collect it, and what we do with it. It applies to you if you’re a student, a teacher, or anyone else who uses our Website.

This Policy applies to information that we collect when you use our Services online. It does not apply to information we may collect offline or if you provide any information to a third party (including through any application or content that may link to or be accessible from the Website). We use the term “Personal Information” to refer to any information that would identify you as an individual (e.g. your name and/or email address).

By using the Service, you accept and agree to this Privacy Policy. Your use of the Service is also governed by the Terms of Use. You should read both of these documents together.

## *What information do we collect and why?*

We aim to collect only the information necessary to provide you with a great learning or teaching experience. We receive and store any information you knowingly enter on the Services. We also receive and store some information automatically. The following section provides further explanation of what we collect and why.

### **Account information**

When you create an account (as either a student or a teacher), you need to enter your name, a username, and your email address. For students in schools, you will enter a class code provided by your teacher to link your account to your classroom and your school. For teachers, you will be asked to provide information about your school so we can verify that you are a real teacher.

### **Technical data**

As you use our Website, we may use automatic data collection technologies to collect information about your equipment, browsing actions, and patterns. For example, we may collect: details of your visits to our Website, including traffic data, location data, logs, and other communication data; and information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically is statistical data and does not include Personal Information. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- estimate our audience size and usage patterns;
- monitor site performance and uptime;
- resolving technical issue for Website users;
- store information about your preferences, allowing us to customize our Website for you; and
- recognize you when you return to our Website.

The technologies we use for this automatic data collection may include tools such as cookies and web beacons. Cookies are small files that websites place on your computer as you browse the web. Web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) are small electronic files that permit us, for example, to count users who have visited certain pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity). You may choose to disable cookies in your browser settings. However, if you choose to do this, many of our Website's features may not function properly.

### **Coursework and grading**

If you are a student, we collect information about your projects, including the responses you provide, how many attempts you made, and the time taken. This helps us to give you a great experience with our Service, including allowing you to save your work, helping us to improve our courses, and allowing teachers to assess and monitor students' progress.

### **Student code, programs, projects, and uploaded files**

If you are logged in to your CodeHS account, we save the code and programs you have written. We do this so that teachers and students can revisit their work at a later time, and can continue working on their programs where they left off. As a student or a teacher, you can also upload content through the Website. If a student or teacher uploads content as part of writing a program, that content will be stored on the Website.

### **Student and teacher websites**

As you work on CodeHS, students and teachers have the option to create personal websites. You can upload and create content on these sites, which will then become publicly available.

### **Messages**

Students may send messages to their teacher through the Website, and a teacher may send messages to their students. In the case where an individual learner or school has specifically signed up for tutoring services, messages may be sent between students, teachers, and tutors. Only the participants in each of these conversations may see the contents of the messages.

### **Surveys and demographics**

Occasionally we will send out optional online surveys to students asking for data such as age, gender, race and academic background. This data is only ever used in the aggregate and for the purposes of improving the Website and ensuring that we are reaching a diverse and representative group of learners.

### ***Who can access your information?***

We do not sell or rent your Personal Information to any third party for any purpose, including advertising or marketing. We do not allow any advertising on our services.

We restrict access to your information to CodeHS employees, contractors and agents who need to know that information in order to process it for us and who are subject to strict contractual security standards and confidentiality obligations. They may be disciplined or their contract terminated if they fail to meet these obligations.

Account information, coursework and grading, as well as student programs, projects, and uploaded files can be accessed by the student who created them and his or her teacher. Messages are accessible to participants in that conversation. All users of the Website must abide by the Terms of Use, which include obligations about interacting with other users.

We may disclose information that we collect or you provide as described in this privacy policy to a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, in which Personal Information that we hold is among the assets transferred. This Privacy Policy will continue to apply to your information, and any acquirer would only be able to handle your Personal Information as per this Policy (unless you give consent to a new policy). We will provide you with prompt notice of an acquisition, by posting on our homepage, or by email to your email address that you provided to us. If you do not consent to the use of your Personal Information by such a successor company, you may request that the company delete it.

We may also disclose your Personal Information:

- to comply with any court order, law, or legal process, including to respond to any government or regulatory request;
- to ensure site security, or to enforce or apply our Terms of Use and other agreements, including for billing and collection purposes;
- if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of CodeHS, Inc., our customers, or others; and
- to a state or local educational agency, including schools and school districts, for K-12 school purposes, as permitted by state or federal law.

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

### *How do we store and delete your information?*

Website users may update, correct, or remove Personal Information in their CodeHS accounts at any time via the Account Settings page.

Students and teachers may deactivate their account at any time from the Account Settings page.

A teacher or a student may request deletion of your own Personal Information by sending us an email at [hello@codehs.com](mailto:hello@codehs.com). In appropriate circumstances, teachers and parents may also request deletion of a student's Personal Information. IN SUCH CASE, WE WILL NO LONGER ALLOW THE APPLICABLE USER TO USE THE SERVICES. We will delete your or your student's information using reasonable measures to protect against unauthorized access to, or use of, the information in connection with its deletion. When we delete a user's Personal Information, it will be deleted from our active databases but we may retain an archived copy of such user's records as required by law or for legitimate business purposes.

We will retain Personal Information, including after the school term in which a teacher or student uses the Services, for only as long as is reasonably necessary to fulfill the purpose for which the information was collected. Generally, CodeHS will delete a user's Personal Information 4 years after the user's last login to the Services.

### *How do we protect and secure your information?*

We have implemented reasonable measures designed to secure your information from accidental loss and from unauthorized access, use, alteration, and disclosure. Any payment information is transmitted using HTTPS encryption and is processed through Stripe, a third party payment provider. CodeHS does not directly collect or store payment instruments.

The safety and security of your information also depends on you. You are responsible for choosing a strong password and keeping it confidential.

If there is a data breach affecting your information, we will comply with any relevant legal or regulatory notification requirements.

### *Children under the age of 13*

Because some of our users may be interested in it, we have included some information below related to the Children's Online Privacy and Protection Act ("COPPA"). COPPA requires that online service providers obtain parental consent before they knowingly collect personally identifiable information online from children who are under 13. Therefore, we only collect Personal Information through the Services from a child under 13 where that student's school, district, and/or teacher has agreed (via the terms described in the Terms of Use) to obtain parental consent for that child to use the Services and disclose Personal Information to us. A parent or guardian may sign up his or her child for the Services and provide Personal Information about that child to us. However, no child under 13 may send us any Personal Information unless he or she has signed up through his or her school, district or teacher and such school, district or teacher has obtained parental consent for that child to use the Services and disclose Personal Information to us. If you are a student under 13, please do not send any Personal Information to us if your school, district, and/or teacher has not obtained this prior consent from your parent or guardian, and please do not send any Personal Information other than what we request from you in connection with the Services. If we learn we have collected Personal Information from a student under 13 without parental consent from his or her parent or guardian or obtained by his or her school, district, and/or teacher, or if we learn a student under 13 has provided us personal information beyond what we request from him or her, we will delete that information as quickly as possible. If you believe that a student under 13 may have provided us personal information in violation of this paragraph, please contact us at [hello@codehs.com](mailto:hello@codehs.com).

If you are signing up for this service and creating accounts on behalf of student(s), you represent and warrant that you are either (a) a teacher or school administrator or otherwise authorized by a school or district to sign up on behalf of students or (b) the parent of such student(s). If you are a school, district, or teacher, you represent and warrant that you are solely responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the Services. When obtaining consent, you must provide parents and guardians with these Terms and our Privacy Policy. You must keep all consents on file and provide them to us if we request them. If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of COPPA compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.

### *Changes to the Privacy Policy*

Our Privacy Policy may change from time to time. We will post any changes we make on this page with a notice on the Website's homepage that the privacy policy has been updated. If we make material changes to this Privacy Policy, we will email you at the email address associated with your account. You can access older versions of this Privacy Policy at [codehs.com/privacy2013](http://codehs.com/privacy2013).

### *Questions?*

To ask questions or comment on this Privacy Policy and our privacy practices, contact us at [hello@codehs.com](mailto:hello@codehs.com).

# INCIDENT RESPONSE PLAN

*This document describes the procedures CodeHS will follow in response to the report of a data breach or security incident.*

## Discovery and Response to Incident

1. If the person discovering the incident is a member of the IT department or affected department, they will proceed to step 5.
2. If the person discovering the incident is not a member of the IT department or affected department, they will call the CodeHS Headquarters at 415-889-3376.
3. The headquarters office manager will refer to the IT emergency contact list or affected department contact list and call the designated numbers in order on the list. The grounds security office will log:
  - a. The name of the caller
  - b. Time of the call
  - c. Contact information about the caller
  - d. The nature of the incident
  - e. What equipment or persons were involved?
  - f. Location of equipment or persons involved
  - g. How the incident was detected
  - h. When the event was first noticed that supported the idea that the incident occurred.
4. The IT staff member or affected department staff member who receives the call (or discovered the incident) will refer to their contact list for both management personnel to be contacted and incident response members to be contacted. The staff member will call those designated on the list. The staff member will contact the incident response manager using both email and phone messages while being sure other appropriate and backup personnel and designated managers are contacted. The staff member will log the information received in the same format as the grounds security office in the previous step. The staff member could possibly add the following:
  - a. Is the equipment affected business-critical?
  - b. What is the severity of the potential impact?
  - c. Name of system being targeted, along with operating system (if applicable), IP address, and location.
  - d. IP address and any information about the origin of the attack.
5. Contacted members of the response team will meet or discuss the situation over the telephone and determine a response strategy.
  - a. Is the incident real or perceived?
  - b. Is the incident still in progress?
  - c. What data or property is threatened and how critical is it?
  - d. What is the impact on the business should the attack succeed? Minimal, serious, or critical?
  - e. What system or systems are targeted, where are they located physically and on the network?
  - f. Is the incident inside the trusted network?
  - g. Is the response urgent?
  - h. Can the incident be quickly contained?
  - i. Will the response alert the attacker and do we care?
  - j. What type of incident is this? Example: virus, worm, intrusion, abuse, damage.

6. An incident ticket will be created. The incident will be categorized into the highest applicable level of one of the following categories:
  - a. Category one - A threat to sensitive data
  - b. Category two - A threat to computer systems
  - c. Category three - A disruption of services
7. Team members will establish and follow one of the following procedures basing their response on the incident assessment:
  - a. Worm response procedure
  - b. Virus response procedure
  - c. System failure procedure
  - d. Active intrusion response procedure - Is critical data at risk?
  - e. Inactive Intrusion response procedure
  - f. System abuse procedure
  - g. Property theft response procedure
  - h. Website denial of service response procedure
  - i. Database or file denial of service response procedure
  - j. Spyware response procedure.

The team may create additional procedures which are not foreseen in this document. If there is no applicable procedure in place, the team must document what was done and later establish a procedure for the incident.

8. Team members will use forensic techniques, including reviewing system logs, looking for gaps in logs, reviewing intrusion detection logs, and interviewing witnesses and the incident victim to determine how the incident was caused.
9. Team members will recommend changes to prevent the occurrence from happening again or infecting other systems.
10. Upon management approval, the changes will be implemented.
11. Team members will restore the affected system(s) to the uninfected state. They may do any or more of the following:
  - a. Re-install the affected system(s) from scratch and restore data from backups if necessary. Preserve evidence before doing this.
  - b. Make users change passwords if passwords may have been sniffed.
  - c. Be sure the system has been hardened by turning off or uninstalling unused services.
  - d. Be sure the system is fully patched.
  - e. Be sure real-time virus protection and intrusion detection are running.
  - f. Be sure the system is logging the correct events and to the proper level.
12. Documentation—the following shall be documented:
  - a. How the incident was discovered
  - b. The category of the incident
  - c. How the incident occurred, whether through email, firewall, etc.
  - d. Where the attack came from, such as IP addresses and other related information about the attacker
  - e. What the response plan was
  - f. What was done in response?
  - g. Whether the response was effective

13. Evidence Preservation—make copies of logs, email, and other communication. Keep lists of witnesses. Keep evidence as long as necessary to complete prosecution and beyond in case of an appeal.
14. Notify proper external agencies—team members will notify the police and other appropriate agencies if prosecution of the intruder is possible.
15. Review response and update policies—team members will plan and take preventative steps so the intrusion can't happen again. The following factors will be considered:
  - a. Whether an additional policy could have prevented the intrusion
  - b. Whether a procedure or policy was not followed which allowed the intrusion, and then consider what could be changed to ensure that the procedure or policy is followed in the future
  - c. Was the incident response appropriate? How could it be improved?
  - d. Was every appropriate party informed in a timely manner?
  - e. Were the incident-response procedures detailed and did they cover the entire situation? How can they be improved?
  - f. Have changes been made to prevent a re-infection? Have all systems been patched, systems locked down, passwords changed, anti-virus updated, email policies set, etc.?
  - g. Have changes been made to prevent a new and similar infection?
  - h. Should any security policies be updated?
  - i. What lessons have been learned from this experience?

## Notification to LEA

In the event that Student Data is accessed or obtained by an unauthorized individual, CodeHS shall provide notification to LEA within forty-eight (48) hours of discovering the breach.

1. CodeHS shall follow the process described below:
  - 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 (a) shall include, at a minimum, the following information:
    - i. The name and contact information of the reporting LEA subject to the data breach.
    - 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.
  - c. At LEA’s discretion, the security breach notification may also include any of the following:
    - i. Information about what the agency 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. CodeHS agrees to adhere to all requirements 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. At the request and with the assistance of the District, CodeHS shall 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.
- f. In the event of a breach originating from LEA's use of the Services, CodeHS shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

## DATA DELETION POLICY

*This document describes the procedures CodeHS will follow regarding data deletion.*

If a separate data privacy agreement is executed between CodeHS and a customer school or district, that agreement will take precedence over this policy.

### End of Life Data Deletion

Upon written request from the LEA, CodeHS will 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. 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.

## SCHEDULE OF DATA

Category of Data	Elements	Check if used by your system
Application Technology Meta Data	IP Addresses, Use of cookies etc.	X
	Other application technology meta data (specify):	X (Browser, OS used)
Application Use Statistics	Meta data on user interaction with application	X
Assessment	Standardized test scores	
	Observation data	
	Other assessment data (specify): Student Personality Assessments	
Attendance	Student school (daily) attendance data	
	Student class attendance data	X
Communications	Online communications that are captured (emails, blog entries)	X
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language information (native, preferred or primary language spoken by student)	
	Other demographic information (specify):	
Enrollment	Student school enrollment	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	
	Other enrollment information (specify):	

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	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator information(specify): First Generation College Student	
Student Contact Information	Address	
	Email	X
	Phone	
Student Identifiers	Local (School district) ID number	
	State ID number	
	Vendor/App assigned student ID number	X
	Student app username	X
	Student app passwords	X
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)	X
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	

Category of Data	Elements	Check if used by your system
Student Survey Responses	Student responses to surveys or questionnaires	X
Student work	Student generated content, writing, pictures etc.	X
	Other student work data (Please specify):	
Transcript	Student course grades	
	Student course data	X
	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	

## NIST CSF TABLE

Function	Category	Contractor Response
<b>IDENTIFY (ID)</b>	<b>Asset Management (ID.AM):</b> The data, personnel, devices, systems, and facilities that enable the organization to achieve business purposes are identified and managed consistent with their relative importance to organizational objectives and the organization's risk strategy.	4 - CodeHS keeps an inventory of devices used by employees and personal devices cannot be used without manager approval. Personally identifiable information of CodeHS students is never stored on employee devices. CodeHS does not utilize subcontractors but does utilize Amazon Web Services and Google as 3rd party systems to achieve business purposes.
	<b>Business Environment (ID.BE):</b> The organization's mission, objectives, stakeholders, and activities are understood and prioritized; this information is used to inform cybersecurity roles, responsibilities, and risk management decisions.	6 - The CodeHS company mission and values are communicated biweekly in each all staff meeting, the organization's quarterly and annual objectives are communicated in each all staff meeting, and staff responsibilities and stakeholders are managed by each team. CodeHS staff are trained on their responsibilities for protecting school data during onboarding and are required to sign our CodeHS Employee Student Data Confidentiality Agreement as a condition of employment.
	<b>Governance (ID.GV):</b> The policies, procedures, and processes to manage and monitor the organization's regulatory, legal, risk, environmental, and operational requirements are understood and inform the management of cybersecurity risk.	4 - CodeHS has documented and defined processes for student data confidentiality, data deletion, incident response, and internal documentation for federal, state-specific, and district-specific regulatory requirements that CodeHS employees must abide by
	<b>Risk Assessment (ID.RA):</b> The organization understands the cybersecurity risk to organizational operations (including mission, functions, image, or reputation), organizational assets, and individuals.	4 - CodeHS maintains an internal list of cybersecurity risks to the CodeHS service, infrastructure, and reputation, as well as steps that have been taken to mitigate risks. This document is continually updated and is used in employee onboarding and training.
	<b>Risk Management Strategy (ID.RM):</b> The organization's priorities, constraints, risk tolerances, and assumptions are established and used to support operational risk decisions.	4 - CodeHS Leadership monitors the organization's risks and regularly meets to discuss and document our risk decisions.

	<p><b>Supply Chain Risk Management (ID.SC):</b></p> <p>The organization's priorities, constraints, risk tolerances, and assumptions are established and used to support risk decisions associated with managing supply chain risk. The organization has established and implemented the processes to identify, assess and manage supply chain risks.</p>	<p>7 - The services provided by CodeHS do not depend on a traditional supply chain. The physical servers and databases the CodeHS service depends on are spread across multiple availability zones to ensure redundancy and availability, managed by Amazon Web Services, and CodeHS guarantees 99.9% uptime for its users <a href="http://status.codehs.com/">http://status.codehs.com/</a></p>
<b>PROTECT (PR)</b>	<p><b>Identity Management, Authentication and Access Control (PR.AC):</b> Access to physical and logical assets and associated facilities is limited to authorized users, processes, and devices, and is managed consistent with the assessed risk of unauthorized access to authorized activities and transactions.</p>	<p>5 - Physical access to CodeHS web servers and databases is secured and managed by Amazon Web Services. Remote access is managed by AWS role based authentication to restrict access to only trained and authorized employees. CodeHS enforces 2 Factor Authentication for employee accounts across all web services. User identities are permissioned and bound to transactions within the CodeHS service.</p>
	<p><b>Awareness and Training (PR.AT):</b> The organization's personnel and partners are provided cybersecurity awareness education and are trained to perform their cybersecurity-related duties and responsibilities consistent with related policies, procedures, and agreements.</p>	<p>4 - CodeHS employees receive general cybersecurity training during onboarding as well as annual training for current employees. Role-based training is provided based on each employee's role and responsibilities. The CodeHS service itself teaches the fundamentals of cybersecurity and employees are additionally required to complete the curriculum we provide to our users.</p>
	<p><b>Data Security (PR.DS):</b> Information and records (data) are managed consistent with the organization's risk strategy to protect the confidentiality, integrity, and availability of information.</p>	<p>5 - All CodeHS data at rest is encrypted and protected by AWS. All database instances, logs, backups, and snapshots are encrypted using the industry standard AES-256 encryption algorithm. All CodeHS data in transit is encrypted over HTTPS. CodeHS development and testing environments are separate from the production environment. CodeHS uses AWS autoscaling and load balancing to ensure adequate capacity is maintained to keep CodeHS services available as traffic fluctuates.</p>
	<p><b>Information Protection Processes and Procedures (PR.IP):</b> Security policies (that address purpose, scope, roles, responsibilities, management commitment, and coordination among organizational entities), processes, and procedures are maintained and used to manage protection of information systems and assets.</p>	<p>5 - CodeHS has a hardened baseline configuration rolled out across devices and critical assets as well as a documented, tested, and iteratively improved process for rolling out updates. CodeHS creates daily encrypted database backups in AWS and keeps them available for 30 days. CodeHS has a documented process for destroying user data by request as needed for privacy compliance. New staff are trained in cybersecurity policies and practices as part of onboarding as well as annually for current employees. CodeHS has a documented and tested Incident Response Plan: <a href="https://codehs.com/incidentresponseplan">https://codehs.com/incidentresponseplan</a></p>

	<p><b>Maintenance (PR.MA):</b> Maintenance and repairs of industrial control and information system components are performed consistent with policies and procedures.</p>	<p>5 - Maintenance of the physical CodeHS system components is managed by AWS. CodeHS has a documented, tested, and iteratively improved process for rolling out maintenance updates to the CodeHS service itself that allows CodeHS to test and document changes before they are applied to the production environment, and have zero downtime for users. Maintenance that may result in downtime is rare, scheduled, and communicated ahead of time both on the CodeHS website as well as on <a href="http://status.codehs.com/">http://status.codehs.com/</a> where anyone can subscribe to notifications.</p>
	<p><b>Protective Technology (PR.PT):</b> Technical security solutions are managed to ensure the security and resilience of systems and assets, consistent with related policies, procedures, and agreements.</p>	<p>5 - CodeHS utilizes AWS security solutions including Amazon Web Application Firewall and Amazon CloudFront to log, detect, and block malicious web traffic including DDoS attacks. CodeHS uses AWS autoscaling and load balancing to ensure adequate capacity is maintained in normal and adverse conditions to keep CodeHS services available at all times.</p>
<b>DETECT (DE)</b>	<p><b>Anomalies and Events (DE.AE):</b> Anomalous activity is detected and the potential impact of events is understood.</p>	<p>5 - CodeHS uses Amazon Web Application Firewall and Amazon CloudFront to log, detect, and block malicious web traffic including DDoS attacks. Incident alert thresholds are established and updated to notify CodeHS of anomalous events.</p>
	<p><b>Security Continuous Monitoring (DE.CM):</b> The information system and assets are monitored to identify cybersecurity events and verify the effectiveness of protective measures.</p>	<p>4 - The physical environment that provides the CodeHS service is managed by AWS. AWS resources are remotely monitored and alerts are configured to identify cybersecurity events and verify the effectiveness of protective measures. CodeHS utilizes AWS Virtual Private Cloud to monitor connections to critical assets and ensure no unauthorized connections are possible.</p>
	<p><b>Detection Processes (DE.DP):</b> Detection processes and procedures are maintained and tested to ensure awareness of anomalous events.</p>	<p>5 - Personnel roles and responsibilities for detection are established and understood to ensure accountability. AWS CloudWatch and Web Application Firewall rules are maintained, tested, and continuously improved to ensure awareness of anomalous events. Event detection is communicated both in well defined internal channels as well as externally via status.codehs.com</p>
<b>RESPOND (RS)</b>	<p><b>Response Planning (RS.RP):</b> Response processes and procedures are executed and maintained, to ensure response to detected cybersecurity incidents.</p>	<p>5 - CodeHS has a documented and maintained incident response plan that is executed by personnel during a cybersecurity incident</p>
	<p><b>Communications (RS.CO):</b> Response activities are coordinated with internal and external stakeholders (e.g. external support from law enforcement agencies).</p>	<p>4 - CodeHS personnel know their roles and responsibilities and information is shared both internally and with external stakeholders in accordance with the CodeHS incident response plan</p>

	<p><b>Analysis (RS.AN):</b> Analysis is conducted to ensure effective response and support recovery activities.</p>	<p>5 - Personnel use forensic techniques, including reviewing system logs, looking for gaps in logs, reviewing intrusion detection logs, and interviewing witnesses and the incident victim to determine how the incident was caused. The impact of the incident is determined and the incident is categorized in accordance with the CodeHS incident response plan</p>
	<p><b>Mitigation (RS.MI):</b> Activities are performed to prevent expansion of an event, mitigate its effects, and resolve the incident.</p>	<p>5 - Immediate action is taken to contain the impact of any incident and personnel will recommend changes to prevent the occurrence from happening again or infecting other systems. Upon management approval, the changes will be implemented and documented.</p>
	<p><b>Improvements (RS.IM):</b> Organizational response activities are improved by incorporating lessons learned from current and previous detection/response activities.</p>	<p>5 - A post mortem is conducted after any incident to incorporate lessons learned, document what happened and what was done, and communicate changes made to prevent incidents in the future.</p>
<b>RECOVER (RC)</b>	<p><b>Recovery Planning (RC.RP):</b> Recovery processes and procedures are executed and maintained to ensure restoration of systems or assets affected by cybersecurity incidents.</p>	<p>5 - CodeHS has a recovery plan that is continuously maintained and executed after an incident. CodeHS personnel restore the affected system(s) to their uninfected state after an incident.</p>
	<p><b>Improvements (RC.IM):</b> Recovery planning and processes are improved by incorporating lessons learned into future activities.</p>	<p>5 - The CodeHS recovery plan is updated after a post mortem to incorporate lessons learned and update technologies, strategies, and processes going forward</p>
	<p><b>Communications (RC.CO):</b> Restoration activities are coordinated with internal and external parties (e.g. coordinating centers, Internet Service Providers, owners of attacking systems, victims, other CSIRTs, and vendors).</p>	<p>5 - CodeHS is well aware of the effects cybersecurity incidents can have on the CodeHS reputation and has a plan in place to maintain public relations and communicate recovery activities both internally and externally according to our incident response plan.</p>