

## APPENDIX B.2

### Supplemental Information for Contracts that Utilize Personally Identifiable Information

*As per the Agreement between the undersigned and Nassau BOCES, this information must be completed by the Service Provider within ten (10) days of execution of the Agreement.*

<b>Name of Provider:</b>	CommonLit, Inc.
<b>Description of the purpose(s) for which Provider will receive/access PII:</b>	Provision and improvement of services provided through www.commonlit.org
<b>Type of PII that Provider will receive/access :</b>	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Student PII</p> <p><input type="checkbox"/> APPR Data</p>
<b>Contract Term:</b>	<p>Contract Start Date: <u>July 1, 2025</u></p> <p>Contract End Date: <u>30 days following a written request for termination of services.</u></p>
<b>Subcontractor Written Agreement Requirement:</b>	<p>Provider will not utilize subcontractors without a written contract that requires the subcontractors to adhere to, at a minimum, materially similar data protection obligations imposed on the contractor by State and Federal laws and regulations, and the Contract. (check applicable option)</p> <p><input type="checkbox"/> Provider will not utilize subcontractors.</p> <p><input checked="" type="checkbox"/> Provider will utilize subcontractors.</p>
<b>Data Transition and Secure Destruction:</b>	<p>Upon expiration or termination of the Contract, Provider shall:</p> <ul style="list-style-type: none"> <li>• Securely transfer data to Nassau BOCES, or a successor provider at Nassau BOCES' option and written discretion, in a format agreed to by the parties.</li> <li>• Securely delete and destroy data.</li> </ul>
<b>Challenges to Data Accuracy:</b>	<p>Parents, teachers or principals who seek to challenge the accuracy of PII will do so by contacting Nassau BOCES. If a correction to data is deemed necessary, Nassau BOCES will notify Provider. Provider agrees to facilitate such corrections within 21 days of receiving Nassau BOCES' written request.</p>

<b>Secure Storage and Data Security:</b>	<p>Please describe where PII will be stored and the protections taken to ensure PII will be protected: (check all that apply)</p> <p><input checked="" type="checkbox"/> Using a cloud or infrastructure owned and hosted by a third party.</p> <p><input type="checkbox"/> Using Contractor owned and hosted solution.</p> <p><input type="checkbox"/> Other:</p> <p>Please describe how data security and privacy risks will be mitigated in a manner that does not compromise the security of the data: Data will be encrypted while in motion and at rest.</p>
<b>Encryption :</b>	Data will be encrypted while in motion and at rest.
<b>PROVIDER</b>	
<b>[Signature]</b>	<i>Tony Viviani</i>
<b>[Printed Name]</b>	Tony Viviani
<b>[Title]</b>	Director of Legal and Compliance