

APPENDIX C.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.

Name of Provider:	
Description of the purpose(s) for which Provider will receive/access PII:	
Type of PII that Provider will receive/access:	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Student PII</p> <p><input type="checkbox"/> APPR Data</p>
Contract Term:	<p>Contract Start Date: _____</p> <p>Contract End Date: _____</p>
Subcontractor Written Agreement Requirement:	<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 checked="" type="checkbox"/> Provider will not utilize subcontractors.</p> <p><input type="checkbox"/> Provider will utilize subcontractors.</p>
Data Transition and Secure Destruction:	<p>Upon expiration or termination of the Contract, Provider shall:</p> <ul style="list-style-type: none"> • 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. • Securely delete and destroy data.
Challenges to Data Accuracy:	<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>

Secure Storage and Data Security:	<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: LightSail does not share student, teacher or principal information with sub-contractors. These are treated as confidential and accessible only to administrators and teachers approved by the school, with password protected access credentials. From time to time student and teacher data may be used in the context of training by LightSail personnel for the school in question. This is carried out with the express permission of the relevant principal/administrator and only in the context of secure in-application professional development</p>
Encryption :	Data will be encrypted while in motion and at rest.
PROVIDER	LightSail Inc
[Signature]	
[Printed Name]	Steven Gittleson
[Title]	Co-Founder and CEO