

NEW YORK EDUCATION LAW 2-D RIDER**TO CONTRACTOR'S ONLINE TUTORING AGREEMENT**

This New York Education Law 2-D Rider ("**Rider**") to TutorMe's Online Tutoring Agreement and incorporated a) Terms of Service (currently available at <https://tutorme.com/terms/>) and b) Privacy Policy (currently available at <https://tutorme.com/privacy/>) ("**Terms**") by and between Liminex, Inc. dba GoGuardian, and acting on behalf of itself and its affiliate Zorro Holdco, LLC dba TutorMe ("**TutorMe**" or "**Contractor**") and Shenendehowa Central School District ("**School**") (together, the "**Parties**"). As of the latest date on the signature line below ("**Effective Date**") and continuing until June 30, 2023, the Parties agree as follows:

1. **Definitions.** Capitalized terms shall have the meanings ascribed to such terms in the Terms, unless otherwise explicitly defined below:
 - a. "**Commercial or Marketing Purpose**" means the sale of Student Data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of Student Data for advertising purposes, or to develop, improve or market products or services to students.
 - b. "**Encryption**" means methods of rendering Personally Identifiable Information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States department of health and human services in guidance issued under Section 13402(H)(2) of Public Law 111-5.
 - c. "**New York Education Law Section 2-d**" means Section 2-d of Article I of Title I of New York Consolidated Laws, Education Law, together with its implementing regulations in Part 121 of the Regulations of the New York Commissioner of Education.
 - d. "**Personally Identifiable Information**", as applied to Student Data, means Personally Identifiable Information as defined in section 99.3 of Title 34 of the Code of 3 Federal Regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C 1232g ("**FERPA**"), and as applied to Teacher and Principal Data, means Personally Identifiable Information as such term is defined in Education Law §3012-c(10). Personally Identifiable Information does not include Deidentified Information.
 - e. "**Teacher or Principal Data**" means 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.
 - f. "**Student Data**" means Personally Identifiable Information from the student records of an educational agency.
2. **Data Collection Transparency and Restrictions.**
 - a. TutorMe acknowledges and agrees that under New York Education Law Section 2-d:
 - i. Personally Identifiable Information cannot be sold, or used or disclosed for any Commercial or Marketing Purpose;
 - ii. School is responsible for working with the State of New York to ensure that a complete list of all student data elements collected by the State is available for public review through either a website or in writing;

- iii. Parents have the right to inspect and review the complete contents of their child's education record in compliance with New York Education Law Section 2-d; and
- iv. School is responsible for addressing any parent complaints about providing a phone number, email address and mailing address for such complaints.
- b. Contractor's Product Privacy Policy sets forth, among other things (i) how Contractor protects Personal Student Information (as defined in the Terms) and other Personally Identifiable Information; (ii) the list of Personal Student Information that Contractor collects in connection with its services; and (iii) the process for a parent to request their child's education records from Contractor;

3. Data Handling Restrictions and Requirements.

- a. Contractor acknowledges that, in compliance with New York Education Law Section 2-d, it shall:
 - i. adopt technologies, safeguards and practices that align with the NIST Cybersecurity Framework;
 - ii. comply with School's data security and privacy policy;
 - iii. limit internal access to Personally Identifiable Information to only those employees or sub-contractors that need access to provide the Contractor services;
 - iv. not use the Personally Identifiable Information for any purpose not explicitly authorized in the Terms;
 - v. not disclose any Personally Identifiable Information to any other party without the prior written consent of the parent or eligible student: (i) except for authorized representatives of Contractor, such as a subcontractor or assignee to the extent they are carrying out obligations in connection with Contractor services and in compliance with the Terms, this Rider, and applicable state and federal law; or (ii) unless required by statute or court order and Contractor provides a notice of disclosure to School no later than the time the information is disclosed, unless providing notice of disclosure is expressly prohibited by the statute or court order;
 - vi. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of Personally Identifiable Information in its custody;
 - vii. use Encryption to protect Personally Identifiable Information in its custody while in motion or at rest;
 - viii. not sell Personally Identifiable Information nor use or disclose it for any Commercial or Marketing purpose or facilitate its use or disclosure by any other party for any Commercial or Marketing purpose or permit another party to do so;
 - ix. where it engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on Contractor by state and federal law and contract shall apply to the subcontractor; and
 - x. cooperate with educational agencies and law enforcement to protect the integrity of investigations into the breach or unauthorized release of personally identifiable information.

4. Bill of Rights for Data Privacy and Security.

- a. Contractor acknowledges that, pursuant to New York Education Law Section 2-d, (i) School must publish on your website a parents bill of rights for data privacy and security that includes the supplemental information described in Section 4(b) ("**Supplemental Information**") concerning Contractor ("**Bill of Rights**"), and (ii) Contractor's contract with School must include a copy of such Bill of Rights.
- b. Supplemental Information for a third party contractor includes:
 - i. the exclusive purposes for which the Student Data or Teacher or Principal data will be used by the third-party contractor, as defined in the contract;
 - ii. how the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the Student Data or Teacher or Principal Data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable state and federal laws and regulations (e.g., FERPA; New York Education Law Section 2-d);
 - iii. the duration of the contract, including the contract's expiration date and a description of what will happen to the Student Data or Teacher or Principal Data upon expiration of the contract or other written agreement (e.g., whether, when and in what format it will be returned to the educational agency, and/or whether, when and how the data will be destroyed);
 - iv. if and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the Student Data or Teacher or Principal Data that is collected;
 - v. where the Student Data or Teacher or Principal Data will be stored, described in such a manner as to protect data security, and the security protections taken to ensure such data will be protected and data security and privacy risks mitigated; and
 - vi. address how the data will be protected using Encryption while in motion and at rest.
- b. In compliance with New York Education Law Section 2-d, Contractor's Supplemental Information is set forth in Schedule 1 to this Rider.

The bill of rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the educational agency's data and/or technology infrastructure.

- c. A copy of the Bill of Rights is attached hereto as Schedule 2 to this Rider.

5. Data Security and Privacy Plan.

- a. Contractor currently has and shall maintain and adhere to a data security and privacy plan that, at a minimum:
 - i. outlines how Contractor implements applicable state, federal, and local data security and privacy requirements during the Term, consistent with School's data security and privacy policy;

- ii. specifies the administrative, operational and technical safeguards and practices it has in place to protect Personally Identifiable Information it receives under the Terms;
- iii. demonstrates that it complies with the requirements in New York Education Law Section 2-d to provide its Supplemental Information for the Bill Rights;
- iv. specifies how its officers or employees and its assignees who have access to Student Data, or Teacher or Principal Data under the Terms receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
- v. specifies whether it will utilize sub-contractors to perform the Contractor Services, and, if so, how it will manage those relationships and contracts to ensure Personally Identifiable Information is protected;
- vi. specifies how it will manage data security and privacy incidents that implicate Personally Identifiable Information, including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify School; and
- vii. describes whether, how and when data will be returned to School, transitioned to a successor contractor, at School's option and direction, deleted or destroyed by it when the Terms and this Rider are terminated or expire (such data security and privacy plan, the "**Contractor Data Security Plan**").

b. School acknowledges and agrees that it accepts the Contractor Data Security Plan.

6. Reports and Notifications of Breach and Unauthorized Release.

Contractor acknowledges and agrees that, pursuant to New York Education Law Section 2-d, it must (a) promptly notify School of any breach or unauthorized release of Personally Identifiable Information in the most expedient way possible and without unreasonable delay but no more than seven calendar days after the discovery of such breach and otherwise in accordance with New York Education Law Section 2-d; (b) must cooperate with School and law enforcement to protect the integrity of investigations into the such breach or unauthorized release of Personally Identifiable Information; and (c) pay for or promptly reimburse School for the full cost of notifying a parent, eligible student, teacher, or principal of an unauthorized release of Personally Identifiable Information attributed to Contractor.

For avoidance of doubt, this Rider is solely between the Parties and shall have no effect upon the Terms for any other individual or entity subject to such Terms. All other provisions in the Terms remain in full force and effect. If any provision of this Rider is invalid or unenforceable, such provision will be changed and interpreted to accomplish the objectives of such provision to the greatest extent possible under applicable law and the remaining provisions will continue in full force and effect. To the extent that the terms of this Rider conflict with the Bill of Rights, the terms of this Rider shall control. Any violation or breach of this Rider shall, except as otherwise prohibited by law, be subject to all disclaimers and limitations on liability as set forth in the Terms.

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Signed and Agreed:

**For and on behalf of Shenendehowa Central
School District ("School")**

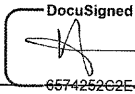
Signature: Rebecca Carmer

Name: Rebecca Carmer

Dated: 2/6/23

DPO

**For and on behalf of Liminex, Inc. dba
GoGuardian, and acting on behalf of itself and
its affiliate Zorro Holdco, LLC dba TutorMe
("TutorMe")**

Signature: 

Name: Luke Harris

Dated: 2/3/2023

Schedule 1 Supplemental Information

Supplemental Information for a third party contractor includes:

- **the exclusive purposes for which the Student Data or Teacher or Principal data will be used by the third-party contractor, as defined in the contract;**

Please see Privacy Policy listing the exclusive purposes for which the Student Data (and, to the extent that TutorMe maintains any Teacher or Principal Data to the extent that TutorMe maintains such data) will be used by TutorMe).

- **how the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the Student Data or Teacher or Principal Data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable state and federal laws and regulations (e.g., FERPA; New York Education Law Section 2-d);**

Please see TutorMe's Data Privacy and Security Plan, incorporated herein as Schedule 3, for a description of how TutorMe will help ensure that the subcontractors, or other authorized persons or entities to which TutorMe will disclose Student Data (and, to the extent that TutorMe maintains any Teacher or Principal Data, any Teacher or Principal Data).

- **the duration of the contract, including the contract's expiration date and a description of what will happen to the Student Data or Teacher or Principal Data upon expiration of the contract or other written agreement (e.g., whether, when and in what format it will be returned to the educational agency, and/or whether, when and how the data will be destroyed);**

The duration of the contract between School and Contractor is found on the applicable Order Form between Contractor and School. Please see the Terms for a description of what will happen to the Student Data (and, to the extent that TutorMe maintains any Teacher or Principal Data, any Teacher or Principal Data), unless otherwise agreed to in writing between School and TutorMe.

- **if and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the Student Data or Teacher or Principal Data that is collected;**

Please see Privacy Policy listing for how a student may challenge the accuracy of Student Data (and, to the extent that Contractor maintains any Teacher or Principal Data to the extent that Contractor maintains such data how a teacher or principal may challenge the accuracy of Teacher or Principal Data).

- **where the Student Data or Teacher or Principal Data will be stored, described in such a manner as to protect data security, and the security protections taken to ensure such data will be protected and data security and privacy risks mitigated; and**

Student Data (and, to the extent that Contractor maintains any Teacher or Principal Data, any Teacher or Principal Data) will be stored in industry-leading databases.

- **address how the data will be protected using Encryption while in motion and at rest.**

Student Data (and, to the extent that Contractor maintains any Teacher or Principal Data, any Teacher or Principal Data) will be protected using encryption in motion via SSL and at rest.

Schedule 2
Bill of Rights

[School to insert its Parent Bill of Rights]



Shenendehowa

Central Schools

BOE Policy 3305 ***Community Relations***

SUBJECT: PARENTS' BILL OF RIGHTS FOR DATA PRIVACY & SECURITY

The Board of Education is committed to protecting the privacy and security of student, teacher and principal data. The confidentiality of personally identifiable information (PII) about a student is protected by both federal and state laws. Personally identifiable information includes:

- The student's name;
- Names of the student's parent or other family members;
- The address of the student or student's family;
- Any personal identifier, such as the student's social security number, student number, or biometric record; indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- Other information that, alone or in combination, is linked or linkable to a specific student and would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or any information requested by a person if the educational agency or institution reasonably believes that person knows the identity of the student to whom the education record relates.

The district is committed to protecting the privacy and security of student data and teacher and principal data. In accordance with New York Education Law 2-d and its implementing regulations, the district informs the school community of the following:

- A student's personally identifiable information cannot be sold or released for any commercial purposes.
- Parents have the right to inspect and review the complete contents of their child's education record.
- State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- A complete list of all student data elements collected by New York State is available for public review at the following website: [Student Data Inventory | New York State Education Department](#) or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 eba, 89 Washington Avenue, Albany, New York 12234.
- Parents have the right to have complaints about possible breaches of student data. Addressed complaints should be directed in writing to a Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website: [Report an Improper Disclosure | New York State Education Department](#).

TUTORME CONFIDENTIAL INFORMATION

Schedule 3

TutorMe's Data Privacy and Security Plan

- TutorMe will implement applicable state, federal, and local data security and privacy requirements during the Term, consistent with School's data security and privacy policy.
- TutorMe has administrative, operational and technical safeguards designed to protect Personally Identifiable Information that it receives during the Term, including:
 - Administrative Safeguards: Data breach response plan, change management systems, security and privacy awareness training, employee background checks
 - Operational Safeguards: Office security guards, key cards, office surveillance
 - Technical Safeguards: access controls to Personally Identifiable Information, encryption in motion between endpoints via SSL and at rest of Personally Identifiable Information, authentication of desktops and laptops, penetration testing
- TutorMe provided its Supplemental Information for the Bill of Rights in Schedule 1. Please see Schedule 1 for Supplemental Information for the Bill of Rights.
- TutorMe provides training to employees who access Student Data (and, to the extent that TutorMe maintains any Teacher or Principal Data, any Teacher or Principal Data) under the Terms on the federal and state laws governing confidentiality of such data in the onboarding process for new employees and on an annual basis for existing employees.
- TutorMe will use subcontractors to help operate some of the Services such as a database provider. TutorMe will take steps designed to ensure that the subcontractors, or other authorized persons or entities to which TutorMe will disclose Student Data (and, to the extent that TutorMe maintains any such data, any Teacher or Principal Data) will abide by data security and privacy requirements, including by:
 - Conducting diligence and evaluating the security practices of subcontractors that can access Student Data (and, to the extent that TutorMe maintains any such data, any Teacher or Principal Data)
 - Requesting verification of compliance with security and privacy standards aligned with state and federal law
 - Evaluating the contractual safeguards of subcontractors of Student Data (and, to the extent that TutorMe maintains any such data, any Teacher or Principal Data)
- TutorMe will manage data security and privacy incidents that implicate Personally Identifiable Information by implementing a data incident response policy, conducting penetration tests to help prevent breaches, and by complying with the breach

provisions of Education Law 2-d, including the breach notification requirements described in Section 6 of this Rider.

- For information about whether, how and when Student Data (and, to the extent that TutorMe maintains any such data, any Teacher or Principal data) will be transitioned to a successor contractor or deleted and destroyed when the Terms and the Rider are terminated or expire, please refer to TutorMe's Privacy Policy (available at <https://tutorme.com/privacy/>)

END OF TUTORME CONFIDENTIAL INFORMATION