

EXHIBIT 1

MINEOLA UNION FREE SCHOOL DISTRICT'S PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Mineola School District is committed to protecting the privacy and security of each and every student's data. In accordance with New York Education Law Section 2-d and its implementing regulations, the District informs the school community of the following:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purpose.
- 2) Parents/guardians have the right to inspect and review the complete contents of their child's education record.
- 3) 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.
- 4) A complete list of all student data elements collected by the State Education Department is available for public review at the following website: <http://www.nysed.gov/student-data-privacy/student-data-inventory> 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.
- 5) Parents/guardians have the right to file complaints about possible breaches of student data. Parents/guardians may submit a complaint regarding a potential breach by the Mineola Union Free School District to Whitney Smith, Ed.D., Director of Instructional Technology and Assessment and Mineola's Data Protection Officer, at wsmith@mineola.k12.ny.us, 2400 Jericho Turnpike, Garden City Park, NY 11040. Complaints may also be directed in writing to 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 <http://www.nysed.gov/data-privacy-security/report-improper-disclosure>.

Supplemental Information Regarding Third-Party Contractors

For purposes of further ensuring confidentiality and security of student data, each contract ("Agreement") the Mineola Union Free School District (the "District") enters into with a third-party contractor (the "Contractor") shall include a Data Security and Privacy Plan that includes a signed copy of the District's Parents' Bill of Rights and in which Plan the Contractor agrees to abide by the District's Parents' Bill of Rights and to comply with the following:

- (1) **Exclusive Purposes for which Student Data Will Be Used.** Use of Personally Identifiable Information (“PII”) under the Agreement will be limited to that necessary for the Contractor to perform the duties outlined in the Agreement and the services associated with that function. The Contractor further agrees that no PII will be sold or used for marketing or commercial purposes.
- (2) **Protective Measures Regarding Third Parties.** The Contractor will ensure that any subcontractor or other person or entity with whom the Contractor shares student data and/or teacher or principal data, if applicable, agrees to abide by all of the components of applicable state and federal law, including New York Education Law Section 2-d, the District’s Parents’ Bill of Rights, and the Family Educational Rights and Privacy Act (“FERPA”). In addition, the Contractor will ensure that each subcontractor, person or entity with whom the Contractor shares student data and/or teacher or principal data has a Data Security and Privacy Plan in place.
- (3) **Expiration of Agreement.** The Agreement with the Third-Party Contractor will be in effect from July 1, 2023 to June 30, 2024. Upon the expiration of the Agreement, all student data or teacher or principal data remaining in Third-party Contractor’s possession will be (check those that are applicable and fill in required information):
- a. ☒ Returned to the School District by _____ [date] in the following format: original hard drives or other media.
 - b. _____ Securely deleted or destroyed by _____ [date] in the following manner: _____.
 - c. _____ Other – explain _____.
 - d. ☒ If any of the Data is to be maintained by Third-party Contractor for any lawful purpose, such Data shall remain in an encrypted format and shall be stored on systems maintained by Third-party Contractor in a secure data facility located within the United States in accordance with NIST and/or HIPPA standards.
- (4) **Challenge to Accuracy of Data.** A parent, student, teacher or principal can challenge the accuracy of the Data received or generated by the Contractor in writing addressed to Whitney Smith, Ed.D., Director of Instructional Technology and Assessment, Mineola Union Free School District, 2400 Jericho Turnpike, Garden City Park, NY 11040.

- (5) **Storage of Data.** Student data shall be stored in a secure data center using monitoring of the access doors, fire and security monitoring, system health and intrusion monitoring, data backups and retentions. Data storage and access shall comply with the Advanced Encryption Standard (AES) with minimum of 128 bit key encryption or better._
- (6) **Breach of Personally Identifiable Information.** The Contractor must notify the District of any breach or unauthorized release of PII within 24 hours of any such breach or Contractor's knowledge of such breach. The Contractor shall promptly reimburse the District and/or its Participants for the full cost of notifying a parent, eligible student, teacher, or principal of an unauthorized release of PII by the Contractor, its subcontractors, and/or assignees.

Postscript Creative, LLC

By: 
Name: Stephen Interrante
Title: Co-president