

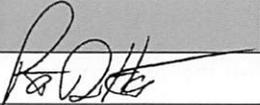
APPENDIX C.2

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:	Da Capo Web Development, LLC
Description of the purpose(s) for which Provider will receive/access PII:	Keeping track of which students are borrowing instruments from the school district, as well as allowing teachers to communicate with the student's family. The program will also keep track of student enrollment in music courses, as the data is input by the teacher.
Type of PII that Provider will receive/access:	Check all that apply: <input checked="" type="checkbox"/> Student PII <input type="checkbox"/> APPR Data
Contract Term:	Contract Start Date: 11/3/2025 _____ Contract End Date: 11/3/2027 _____
Subcontractor Written Agreement Requirement:	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) <input checked="" type="checkbox"/> Provider will not utilize subcontractors. <input type="checkbox"/> Provider will utilize subcontractors.
Data Transition and Secure Destruction:	Upon expiration or termination of the Contract, Provider shall: <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.

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:</p> <p>All database tables containing student personally identifiable information (PII) (student name, parent name) are encrypted on the server (data at rest). Our database is not directly accessible through the internet. The only way to reach the raw database is to log into the remote server first, then log into the database itself.</p> <ul style="list-style-type: none"> • All database backups are encrypted with a strong 2048 bit Public/Private (PGP) encryption key and securely transferred to a private facility using SSH. • All servers are hosted in a secure facility with 24x7 physical and electronic security, and redundant backup systems (Liquid Web US Central Data Center).
Encryption :	<p>Data will be encrypted while in motion and at rest.</p>
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>

PROVIDER	
[Signature]	
[Printed Name]	Patrick Hait
[Title]	President
Date:	11/02/2025