

Supplemental Information for Agreement with Heinemann, a division of Greenwood Publishing Group LLC, a division of Greenwood Publishing Group (hereinafter “Third-party Contractor”): 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 “Third-party 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 Third-party 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 Third-party Contractor to perform the duties outlined in the Agreement and the services associated with that function. The Third-party Contractor further agrees that no PII will be sold or used for marketing or commercial purposes. The Third-party Contractor may use de-identified information per FERPA, for evaluation, research and development of educational products and services so long as Third-party Contractor makes no attempts to re-identify such information.
- 2) **Protective Measures Regarding Third Parties.** The Third-party Contractor will require 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 Third-party Contractor will ensure that each subcontractor, person or entity with whom the Third-party Contractor shares student data and/or teacher or principal data will abide by all the terms and conditions of this Data Security and Privacy Plan or equally restrictive data security and privacy requirements.
- 3) **Expiration of Agreement.** Absent renewal, the Agreement expires annually on June 30th. If the District does not renew the Agreement past June 30th of the contractual year, all student data shall be deleted, within 90 days, in accordance with the National Institute of Standards and Technology (NIST) standard 800-88. The Third-party Contractor will require, at the sole discretion of the District, that all student data are returned to the District or provide confirmation to the District that the data in its possession has been securely destroyed. The Third-party Contractor will also ensure that all emails containing personally identifiable student information are returned to the District and deleted from the Third-party Contractor’s email account. Third-party Contractor shall ensure that any data it retains after 90 days is data it is required to retain by law and retention is secured in accordance with NIST 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 Third-party 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, New York 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 Third-party Contractor must notify the District of any breach or unauthorized release of PII within seven (7) calendar days of any such breach or Third-party Contractor's discovery of such breach. The Third-party 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 Third-party Contractor, its subcontractors, and/or assignees.

MINEOLA UNION FREE
SCHOOL DISTRICT

By: Cheryl Lampsona
Name: Cheryl Lampsona
Title: President, Board of Education

THIRD-PARTY CONTRACTOR

By: Ashley Poreda
Name: Ashley Poreda
Title: Lead Contracts Specialist