

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:	MML Software LTD d/b/a Finance Manager
Description of the purpose(s) for which Provider will receive/access PII:	a. General. When processing Protected Data, Finance Manager: i. Follows policies and procedures compliant with (i) relevant state, federal, and local data security and privacy requirements, (ii) relevant contractual requirements between Finance Manager and the Customer; and (iii) the Customer's data security and privacy policy; ii. Implements commercially reasonable administrative, technical, operational, and physical safeguards and practices to protect the security of Protected Data in accordance with Section 2-d (<i>see</i> Section (b) below); iii. Follows policies compliant with the Customer Parents' Bill of Rights and Parents' Bill of Rights Supplemental Information; iv. Annually trains its officers and employees who have access to Protected Data on applicable federal and state laws governing confidentiality of Protected Data; and v. In the event any vendors are engaged to process Protected Data, manages relationships with vendors and contracts with vendors to protect the security of Protected Data. b. Safeguards. Finance Manager maintains reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of Protected Data in its possession, including the following: i. Finance Manager identifies reasonably foreseeable internal and external risks relevant to its administrative, technical, operational, and physical safeguards; ii. Finance Manager regularly assesses the sufficiency of safeguards in place to address identified risks; iii. Finance Manager adjusts its security program in light of business changes or new circumstances; iv. Finance Manager regularly tests and monitor the effectiveness of key controls, systems, and procedures; and i. Finance Manager follows written policies to protect against the unauthorized access to or use of Protected Data
Type of PII that Provider will receive/access:	Check all that apply: ☐ Student PII

	☒ APPR Data
Contract Term:	Contract Start Date: <u>July 1st, 2026</u> Contract End Date: <u>June 30th, 2027</u>
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) ☐ Provider will not utilize subcontractors. ☒ Provider will utilize subcontractors.
Data Transition and Secure Destruction:	Upon expiration or termination of the Contract, Provider shall: • 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:	Please describe where PII will be stored and the protections taken to ensure PII will be protected: (check all that apply) ☐ Using a cloud or infrastructure owned and hosted by a third party. ☐ Using Contractor owned and hosted solution. ☐ Other: Please describe how data security and privacy risks will be mitigated in a manner that does not compromise the security of the data: Please refer to attached Data Security and Privacy Plan – Section a. General
Encryption :	Data will be encrypted while in motion and at rest.
Challenges to Data Accuracy:	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.

PROVIDER	
[Signature]	
[Printed Name]	Mercedes Burgos
[Title]	President
Date:	8/14/2026