

## 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.*

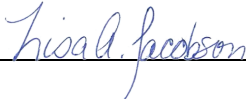
<b>Name of Provider:</b>	HMH Education Company, Inc.
<b>Description of the purpose(s) for which Provider will receive/access PII:</b>	Data will only be used by HMH in connection with District's use of HMH's programs.
<b>Type of PII that Provider will receive/access:</b>	Check all that apply: <input checked="checked" type="checkbox"/> Student PII <input type="checkbox"/> APPR Data
<b>Contract Term:</b>	Contract Start Date: 7/1/2025 Contract End Date: <u>6/30/2026</u>
<b>Subcontractor Written Agreement Requirement:</b>	<p>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)</p> <p><input type="checkbox"/> Provider will not utilize subcontractors.</p> <p><input checked="checked" type="checkbox"/> Provider will utilize subcontractors.</p> <p>In the event that HMH subcontracts with an outside entity or individual in order to fulfill its obligations to the District, HMH ensures that it will only share the Data with such subcontractors if those subcontractors are contractually bound to observe the same obligations to maintain data privacy and security as required by HMH pursuant to the Agreement. HMH will maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of the Data in its custody.</p>

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<b>Data Transition and Secure Destruction:</b>	<p>Upon expiration or termination of the Contract, Provider shall, with sixty (60) day written notice:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Securely delete and destroy data.</li> </ul>
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<b>Secure Storage and Data Security:</b>	<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 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: HMH stores all data in an AWS Hosting facility in the United States.</p> <p><input type="checkbox"/></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: HMH stores all data in an AWS Hosting facility in the United States. HMH has implemented and maintains reasonable organizational, technical, and administrative controls and is responsible for the development, operation, maintenance, and use of our cloud-hosted applications and data required for customers to participate in our learning platforms. Physical security controls are managed by our hosting partner, Amazon Web Services (AWS). Our data management procedures include the following: all user data are encrypted using standard Internet protocols; all user data on our interface are transferred over HTTPS; all user data in transit are protected by TLS 1.2; all user data are housed on a scalable hosting architecture; all user data are stored behind AES-256 encryption algorithms. For additional information, please refer to HMH's <i>K-12 Learning Platforms Privacy Policy</i> at <a href="https://www.hmhco.com/privacy-policy-k12-learning-platforms">https://www.hmhco.com/privacy-policy-k12-learning-platforms</a>.</p> <p>Additionally, access to data is based on a least-privileged model, where individuals are only granted the rights necessary to complete their job functions.</p>
<b>Encryption :</b>	Data will be encrypted while in motion and at rest.

<b>Challenges to Data Accuracy:</b>	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.
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PROVIDER	
[Signature]	
[Printed Name]	Lisa A. Jacobson
[Title]	Sr. Director, Bids and Contracts
Date:	June 2, 2025

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