

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:	Paper Free Concepts Inc.
Description of the purpose(s) for which Provider will receive/access PII:	To allow parents to be securely associate their child for the purposes of scheduling meetings. Maintain parent login and communication. Facilitate meetings between parents and teachers.
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: <u>July 1, 2025</u> Contract End Date: <u>June 30, 2026</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) <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 type="checkbox"/> Using a cloud or infrastructure owned and hosted by a third party.</p> <p><input checked="" 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 web traffic data is transferred using TLS security and stored in a protected SQL server that has been appropriately secured.</p>
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>
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PROVIDER	
[Signature]	<i>Jeffrey S. Bernhardt</i>
[Printed Name]	Jeffrey S. Bernhardt
[Title]	Preident
Date:	8/15/2025