

**BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY -  
SUPPLEMENTAL INFORMATION FOR CONTRACTS THAT UTILIZE PERSONALLY IDENTIFIABLE  
INFORMATION**

Pursuant to Education Law §2-d and Section 121.3 of the Commissioner’s Regulations, the New York State Education Department (NYSED) is required to post information to its website about its contracts with third-party contractors that will receive Personally Identifiable Information (PII).

<b>Name of Contractor</b>	
<b>Description of the purpose(s) for which Contractor will receive/access PII</b>	
<b>Type of PII that Contractor will receive/access</b>	<p>Check all that apply:</p> <p><input type="checkbox"/> Student PII</p> <p><input type="checkbox"/> APPR Data</p>
<b>Contract Term</b>	<p>Contract Start Date _____</p> <p>Contract End Date _____</p>
<b>Subcontractor Written Agreement Requirement</b>	<p>Contractor 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"/> Contractor will not utilize subcontractors.</p> <p><input type="checkbox"/> Contractor will utilize subcontractors.</p>
<b>Data Transition and Secure Destruction</b>	<p>Upon expiration or termination of the Contract, Contractor shall:</p> <ul style="list-style-type: none"> <li>• Securely transfer data to NYSED, or a successor contractor at the NYSED’s option and written discretion, in a format agreed to by the parties.</li> <li>• Securely delete and destroy data.</li> </ul>
<b>Challenges to Data Accuracy</b>	<p>Parents, teachers or principals who seek to challenge the accuracy of PII will do so by contacting NYSED. If a correction to data is deemed necessary, NYSED will notify Contractor. Contractor agrees to facilitate such corrections within 21 days of receiving NYSED’s written request.</p>

<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:</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>
<b>Encryption</b>	<p>Data will be encrypted while in motion and at rest.</p>

<b>CONTRACTOR</b>	
<b>Signature</b>	
<b>Print Name</b>	
<b>Title</b>	
<b>Date:</b>	