

Data Security and Privacy Plan

As per Agreement between the undersigned and the Oyster Bay-East Norwich Central School District, as amended, this plan must be completed by the Service Provider within 10 days of execution of the Agreement.

1. Exclusive Purposes for Data Use

- a. Please list the exclusive purposes for which the student data [or teacher or principal data] will be used by the service provider include.

Initial _____

2. Data Accuracy/Correction Practices

- a. Parent [student, eligible student, teacher or principal] may challenge the accuracy of the data by...

Initial _____

3. Subcontractor Oversight Details

- a. This contract has subcontractors: Yes _____ No _____
- b. Describe how the contractor will ensure subcontractors abide by data protection and security requirements, including but not limited to those outlined in applicable state and federal laws and regulations:

Initial _____

4. Security Practices

a. Where is the data stored? (described in such a manner as to protect data security)

b. The security protection practices taken to ensure data will be protected include:

5. Contract Lifecycle Practices

a. The agreement expires _____

b. When the agreement expires,

i. How long is the student data [or teacher or principal data] retained?

ii. How is the student data disposed? _____

6. Encryption Practices

a. Data encryption is applied in accordance with Education Law 2-d 5(f)(5)

Yes _____ No _____ Initial _____

7. Training Practices

a. Annual training on federal and state law governing confidentiality is provided for all officers, employees, or assignees who have access to student [or teacher or principal data]

Yes _____ No _____ Initial _____

Company Name

Print Name and Title

Signature of Provider

Date