

Addendum D

PARENTS' BILL OF RIGHTS – SUPPLEMENTAL INFORMATION ADDENDUM

1. **EXCLUSIVE PURPOSES FOR DATA USE:** The exclusive purposes for which “student data” or “teacher or principal data” (as those terms are defined in Education Law Section 2-d and collectively referred to as the “Confidential Data”) will be used by EDPuzzle, Inc. (the “Contractor”) are limited to the purposes authorized in the Service Contract between the Contractor and East Irondequoit Central School District (the “School District”) (hereinafter the “Contract”).
2. **SUBCONTRACTOR OVERSIGHT DETAILS:** The Contractor will ensure that any subcontractors, or other authorized persons or entities to whom the Contractor will disclose the Confidential Data, if any, are contractually required to abide by all applicable data protection and security requirements, including but not limited to, those outlined in applicable State and Federal laws and regulations (e.g., Family Educational Rights and Privacy Act (“FERPA”); Education Law §2-d; 8 NYCRR §121).
3. **CONTRACT PRACTICES:** The Contract commences and expires on the dates set forth in the Contract, unless earlier terminated or renewed pursuant to the terms of the Contract. The District will have the ability to download names, responses, results and grades obtained by students in their assignments (“Student Gradebooks”) in a standard exportation format such as, but not limited to, .csv or .json at any point prior to deletion. Except as otherwise provided in the laws, return or transfer of data, other than Student Gradebooks, to the District, shall not apply if proven to be incompatible with the Service, technically impossible or to involve a disproportionate effort for Contractor. In such events, and upon written request by the District, Contractor shall proceed to deletion of personally identifiable information in a manner consistent with state and federal laws. In the absence of a written request by the District, Contractor will delete personally identifiable information upon eighteen (18) months of end-user account inactivity. Without prejudice to any of the foregoing, Contractor may keep copies and/or backups of data as part of its disaster recovery storage system for an additional term of six (6) months after termination of Services, provided such backups remain inaccessible to the public and are unable to be used in the normal course of business by the Contractor.
4. **DATA ACCURACY/CORRECTION PRACTICES:** A parent or eligible student can challenge the accuracy of any “education record”, as that term is defined in the FERPA, stored by the School District in a Contractor’s product and/or service by following the School District’s procedure for requesting the amendment of education records under the FERPA. Teachers and principals may be able to challenge the accuracy of APPR data stored by School District in Contractor’s product and/or service by following the appeal procedure in the School District’s APPR Plan. Unless otherwise required above or by other applicable law, challenges to the accuracy of the Confidential Data shall not be permitted.
5. **SECURITY PRACTICES:** Confidential Data provided to Contractor by the School District will be stored in the United States. However, user-generated content (which may or not contain personal information) may be temporarily stored in other countries in order for Contractor to provide a better service when/if users access Contractor’s Service from a non-domestic location. Concretely, uploaded videos, audios or images may have a copy temporarily stored in other regions to reduce the time of load. The measures that Contractor takes to protect Confidential Data will align with the NIST Cybersecurity Framework, including but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection.
6. **ENCRYPTION PRACTICES:** The Contractor will apply encryption to the Confidential Data while in motion and at rest at least to the extent required by Education Law Section 2-d and other applicable law.