

**PARENT BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY
THIRD PARTY CONTRACTOR SUPPLEMENT**

CareerSafe, LLC has been engaged by the City School District of Albany to provide services. In this capacity, the company may collect, process, manage, store or analyze student and/or teacher/principal personally identifiable information (PII).

CareerSafe, LLC will provide the district with Online Safety training and online OSHA 10-hour training.

CareerSafe, LLC will ensure that subcontractors or others that the company shares PII with will abide by data protection and security requirements of district policy, and state and federal law and regulations by only sharing information through with the Occupational Safety and Health Administration (OSHA) as agreed to as an OSHA-authorized online outreach training provider. The Provider shall maintain student records solely for the purpose of meeting regulations of OSHA as relates to documentation of credential requirements. During the five-year mandated data maintenance period, Provider agrees to maintain security of students' personally identifiable information in accordance with this agreement. Upon the expiration of OSHA mandated five-year data maintenance period, Provider agrees to erase, destroy, and render unreadable, all data in its entirety in the manner that prevents its physical reconstruction through the use of commonly available file restoration utilities. CareerSafe, LLC by entering into an Agreement with the School District acknowledges it has reviewed the relevant District policies on safeguarding PII, including but not limited to, Policy 8635 and Regulation 8635. (Please see CareerSafe's Student Data Privacy Addendum)

PII will be stored in/on an application database, located in the Amazon Web Services hosting facilities. The back-up data is presently stored on site in a secured storage unit. This data is encrypted to FIPS 140-2 standards while at rest on the application database.

Parents may challenge the accuracy of PII held by CareerSafe, LLC by contacting Katie George, Program Manager who can be reach at (979)260-0030 or emailed at katie.george@careersafeonline.com.

CareerSafe, LLC will take reasonable measures to ensure the confidentiality of PII by implementing the following:

- Password protections
- Administrative procedures
- Encryption while PII is in motion and at rest
- Firewalls
- Other: _____

10/08/2020

Addendum 1: Student Data Agreement

This addendum is being issued to append the Data Sharing Agreement (the "Agreement") between CareerSafe, LLC ("Provider") and the City School District of Albany (the "District").

Provider does not share or sell student information. The only time information is shared is through our Occupational Safety and Health Administration (OSHA) agreement as an OSHA-authorized online outreach training provider.

Provider shall maintain student records solely for the purpose of meeting regulations of OSHA as relates to documentation of credential requirements. During the five-year mandated data maintenance period, Provider agrees to maintain security of students' personally identifiable information in accordance with this agreement. Upon the expiration of OSHA mandated five-year data maintenance period, Provider agrees to erase, destroy, and render unreadable, all data in its entirety in the manner that prevents its physical reconstruction through the use of commonly available file restoration utilities.

The Data Sharing Agreement (the "Agreement") will be made effective upon execution of this addendum by both parties.

CareerSafe, LLC



Signature of Authorized Representative

Brian Crowder

Printed Name

Sr. Accountant

Position

10/8/20

Date

City School District of Albany



Signature of Authorized Representative

Kent Baker

Printed Name

Assistant Superintendent

Position

November 18, 2020

Date