

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

The (*Cengage Learning, Inc.*) 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).

The (*Cengage Learning, Inc*) will provide the district with (online digital access to support gradebook tracking for education purposes only).

The (*Cengage Learning, Inc*) 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 (protecting of our customers' data within our systems and have implemented reasonable technical, physical, and administrative safeguards to help protect personal information against unauthorized access or loss. We take our duty of care over that data seriously. We hold all subcontractors to the same level of practices). The *Cengage Learning, Inc* 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.

PII will be stored (US Based, AWS Cloud services).

Parents may challenge the accuracy of PII held by (*Cengage Learning, Inc.*) by contacting School district to report issues to Cengage Learning, Inc sales representative).

The (*Cengage Learning, Inc.*) will take reasonable measures to ensure the confidentiality of PII by implementing the following (Cengage Learning, Inc. maintains a formal, written information security program containing administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of personal information. This program is reasonably designed to protect (i) the security and confidentiality of personal information, (ii) protect against any anticipated threats or hazards to the security or integrity of the information, and (iii) protect against unauthorized access to or use of the information.

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

The contractor's agreement with the district begins on (*insert date*) and ends on (*insert date*). Once the contractor has completed its service to the district, records containing student PII will be (

destroyed) by (end of contract) via the following (*Cengage will use industry standard to disposition methods to dispose or delete the data*).

David Svedlow

Authorized Representative
(insert name of contractor)

12/1/2022

Date