

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

The (*Cengage Learning*) 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*) will provide the district with (*digital access to Mindtap, online learning platform with a personalized teaching experience with relevant assignments that guide students to analyze, apply, and improve thinking, allowing you to measure skills and outcomes with ease*).

The (*Cengage Learning*) 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 (*maintains a formal, written information security program containing administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personal information Cengage uses third-party data processors and subcontractors including for processing, hosting and storage purposes. Cengage remains responsible for the quality of the services and these sub-processors' compliance with data protection/ privacy law as it applies to data processors. Cengage is committed to working with its customers to achieve an appropriate level of transparency around its use of sub-processors*) 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 (in AWS cloud services that is US based, and part of an overall protected AWS cloud infrastructure that are both secured, encrypted at rest and in flight).

Parents may challenge the accuracy of PII held by (*Cengage Learning*) by contacting (*Privacy Team at [privacy@cengage.com](mailto:privacy@cengage.com) , 10650 Toebben Drive, Independence, KY 41051*).

The (*Cengage Learning*) will take reasonable measures to ensure the confidentiality of PII by implementing the following (*describe the following, as applicable*):

- 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 (*Date requested by District*) via the following (*destroyed via industry standard*).

*Cynthia Scheffer*    

Authorized Representative

Cynthia Scheffer

Sales Director, Milady/Cengage Learning

    12/17/20    

Date