

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

The Classwork Co (DBA Classkick) 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 Classwork Co (DBA Classkick) will provide the district with access to our application for teachers to utilize with students.

The Classwork Co (DBA Classkick) 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 requiring contractors to sign confidentiality clauses and conduct background checks. The Classwork Co (DBA Classkick) 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 our backend system (protections described below).

Parents may challenge the accuracy of PII held by Classwork Co (DBA Classkick) by contacting Classkick Support at support@classkick.com or Cailie Ryan (Director of Operations) - Cailie@classkick.com

The Classwork Co (DBA Classkick) 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
- We continually develop and implement features to keep your personal information safe - for example, when you enter any information anywhere on the Service, we encrypt the transmission of that information using secure socket layer technology (SSL/TLS) by default
- We ensure passwords are stored and transferred securely using encryption and salted hashing

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 the day requested via the following data destruction.



Authorized Representative
(*insert name of contractor*)

4/06/2021

Date