

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

CommonLit, 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).

CommonLit, Inc. will provide the district CommonLit's School Essentials Package for four buildings (Grades 6-12) which includes: student and educator access to CommonLit.org via Clever SSO or Google Classroom SSO, student and educator access to the CommonLit Assessment Series, educator access to the Professional Development Portal, and a live virtual kickoff training (45 minute Professional Development session).

CommonLit, 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 contractually obliging employees and contractors to abide by district policy, and state and federal law and regulations. CommonLit, 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 in secure AWS servers in the continental United States.

Parents may challenge the accuracy of PII held by following the district's policy for raising issues related to PII. The District may then contact CommonLit, Inc. at security@commonlit.org.

CommonLit, Inc., will take reasonable measures to ensure the confidentiality of PII by implementing the following:

- Password protections and access control through user roles and profiles;
- Administrative procedures including controlling permissions for access to PII, training staff on data privacy and security best practices, and ensuring that all hardware is password protected;
- Encryption while PII is in motion and at rest;
- Firewalls.

The contractor's agreement with the district begins on July 1, 2021 and ends on June 30, 2022. Once the contractor has completed its service to the district, records containing student PII will be destroyed or returned (depending on District preference) within 30 days, via a mutually agreed upon secure transfer method.



Agnes Malatinszky, COO
CommonLit, Inc.

3/15/2021 _____
Date