

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

The Goodheart-Willcox Company, 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 Goodheart-Willcox Company, Inc. will provide the district with digital instructional materials.

The Goodheart-Willcox Company, 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. The Goodheart-Willcox Company, 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 N/A – Goodheart-Willcox does not collect or store personally identifiable information (PII).

Parents may challenge the accuracy of PII held by Goodheart-Willcox Company, Inc. by contacting Kelly A. Jackson, Contract Sales Manager, 708.623.1911 phone, kjackson@g-w.com e-mail.

The Goodheart-Willcox Company, Inc. will take reasonable measures to ensure the confidentiality of PII by implementing the following (describe the following, as applicable): N/A

- Password protections
- Administrative procedures
- Encryption while PII is in motion and at rest
- Firewalls
- Other: Goodheart-Willcox does not collect or store personally identifiable information (PII).

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 (select one: destroyed or returned) by (*insert date*) via the following (*insert method if destroyed or format if returned*).



Authorized Representative
Kelly A. Jackson – Contract Sales Manager
The Goodheart-Willcox Company, Inc.

June 29, 2020

Date