

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

Curriculum Associates, LLC (“Curriculum Associates” or “Contractor”) has been engaged by the City School District of Albany (“School District”) to provide services. In this capacity, the company may collect, process, manage, store or analyze student and/or teacher/principal personally identifiable information (PII). For purposes of this document and for the avoidance of doubt, PII does not include de-identified data, which Contractor maintains the right to use for product research and development purposes, as permitted under the Family Educational Privacy Act (FERPA).

Curriculum Associate will provide the district with a limited, revocable, non-transferable license to access and use its educational software, i-Ready® Assessment & Personalized Instruction for Math and/or Reading, and Ready® Teacher Toolbox for Math and/or Reading for the number of users, or number of site licenses listed on any Price Quote submitted to the School District and accepted by the School District as evidence by the issuance of a valid purchase order..

Curriculum Associates will ensure that subcontractors or others that the company shares PII with will abide by data protection and security requirements of applicable district policy, and state and federal law and regulations by prohibiting its research partners from attempting to re-identify de-identified student data and having in place agreements wherein any subcontractor is subject to confidentiality obligations at least as stringent as those set forth herein. For purposes of this document and for the avoidance of doubt, subcontractors shall not include Curriculum Associates’ third party cloud hosting vendor or vendors used in the ordinary course of business who do not provide services directly to or for the benefit of the School District. Curriculum Associates by entering into an Agreement with the School District acknowledges it will reviewed the relevant District policies on safeguarding PII, including but not limited to, Policy 8635 and Regulation 8635, and will work with the School District to ensure any conflicts with such policies are addressed as they relate to student usage of its products and/services.

PII will be stored on Tier 1 data centers located in the United States.

Parents may challenge the accuracy of PII held by Curriculum Associates by contacting their child’s teacher or school administrator. The teacher or school administrator can then verify the identity of the reporting party and notify Curriculum Associates of the request. Curriculum Associates will promptly comply with valid requests for correction or removal of student data.

Curriculum Associates 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: A full description of the security measures that Curriculum Associates takes is set forth in its Data Handling Policy, which can be found at [https://cdn.i-ready.com/instruction/content/system-check/iReady\\_Privacy\\_Policy.pdf](https://cdn.i-ready.com/instruction/content/system-check/iReady_Privacy_Policy.pdf)

The Contractor's agreement with the School District begins on October 28, 2020 and ends when the School District no longer has a valid license to access and use Curriculum Associates' online educational software platform. Once the Contractor has completed its service to the district and upon receipt of written request by the School District, records containing student PII will be destroyed or returned within a thirty (30) days' of receipt of written request, except for any data which may be stored of backup servers for disaster recovery purposes, which backup data is destroyed pursuant to Contractor's data retention practices, consistent with industry standards.



Authorized Representative  
Robert Waldron, Chief Executive Officer

October 28, 2020

Date