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

Kyocera Document Solutions of NE 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).

Kyocera Document Solutions of NE will provide the district with an integration of Laserfiche with SchoolTool.

Kyocera Document Solutions of NE 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 the use of VPN access provided by City of Albany School District IT department. Kyocera Document Solutions of NE 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.
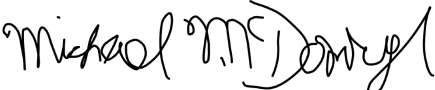
PII will be stored on the servers located at the City of Albany School District IT center.

Parents may challenge the accuracy of PII held by Kyocera Document Solutions NE by contacting Michael McDonough, Director of Imaging technology, 781-272-4560, michael.mcdonough@kda-ne.com, 1 Jewel Dr Wilmington, MA 01801

The Kyocera Document Solutions NE will take reasonable measures to ensure the confidentiality of PII by implementing the following only accessing the servers via the VPN.

- Password protections
- Administrative procedures
- Encryption while PII is in motion and at rest
- Firewalls
- Other:_____
- Not applicable: KDSNE will not be in possession of PII because the PII data will be housed on the servers located at the City of Albany School District IT center.

The contractor's agreement with the district begins on 9/2/21and ends on 9/2/22. 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*). N/A- PII will be housed on servers of Albany City School District

_____   9/27/21____
Authorized Representative   Date
Kyocera Document Solutions