

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

Riverside Assessments, LLC dba Riverside Insights “*Contractor*” 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). This Data Privacy and Security Third Party Contractor Supplement is made subject to the Contractor’s Terms of Use (<https://info.riversideinsights.com/terms-of-use>) between the parties. In the event of a conflict between this Data Privacy and Security Third Party Contractor Supplement (“Agreement”) and the Terms of Use, this Agreement will control.

The Contractor will provide the district with an assessment that is an integral part of a Response to Intervention (RTI) model. The assessment and reporting suite includes a combination of benchmarking, progress monitoring, and comprehensive reporting for grades K-8.

The Contractor 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 using role-based access control, following NIST 800-63 encryption standards, and conducting penetration testing to expose vulnerabilities. The *Contractor* 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 an Amazon RDS (Relational Database Service) instance and is configured with a standby instance in another AWS availability zone located in the United States. Following all regulatory standards, Contractor uses the latest solutions to defend our servers and protect our customer data.

Parents may challenge the accuracy of PII held by district’s test administrator by contacting the district, which in turn can contact Contractor for assistance at inquiry@riversideinsights.com or toll-free at (800) 323-9540.

The Contractor 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: _____

The contractor’s agreement with the district begins when fully executed and ends on June 30, 2021. Once the contractor has completed its service to the district, records containing student PII will be destroyed via purging within 30 days upon District’s written instructions, subject to Contractor’s backup retention policies.

Riverside Assessments, LLC dba Riverside Insights

Scott Olson
Manager of Proposal Services

Date _____

City School District of Albany

Name:
Title:

Date _____