

DATA PRIVACY AGREEMENT

Medina Central School District

and

NCS Pearson, Inc.

This Data Privacy Agreement ("DPA") is by and between the Medina Central School District ("EA"), an Educational Agency, and NCS Pearson, Inc. ("Contractor"), collectively, the "Parties".

RECITALS

WHEREAS, the Contractor has agreed to provide the EA with certain services ("Services") pursuant to a contract dated 7/1/2021 and expires on 6/30/2022 ("Service Agreement"); and

WHEREAS, in order to provide the Services, the Contractor may receive from the EA and the EA may provide the Contractor student data, teacher and/or principal data (collectively, "Protected Data"), protected by several New York and federal laws and regulations, among them, the Federal Educational and Privacy rights Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); Education Law § 2-d; and the Commissioner of Education's Regulations at 8 NYCRR Part 121; and

WHEREAS, the Parties wish to enter into this DPA to ensure that the Service Agreement conforms to the requirements of the laws referred to above.

NOW THEREFORE, the Parties agree as follows:

ARTICLE I: DEFINITIONS

As used in this DPA, the following terms shall have the following meanings:

1. **Authorized Users:** Contractor's employees and non-employee recipients.
2. **Breach:** The unauthorized acquisition, access, use, or disclosure of Protected Data by or to a person not authorized to acquire, access, use, or receive it.
3. **Commercial or Marketing Purpose:** The sale of student data, teacher or principal data, or its use or disclosure, whether directly or indirectly, to derive a profit, for advertising purposes or to develop, improve or market products or services to students.
4. **Contract, agreement or written agreement:** A binding agreement between an EA and a third-party, which shall include but not be limited to an agreement created in electronic form and signed with an electronic or digital signature or a click wrap agreement that is used with software licenses, downloaded and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
5. **Disclose:** To permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written or electronic, whether intended or unintended.
6. **Education Record:** An education record as defined in FERPA and its implementing regulations, 20 U.S.C. 1232g and 34 C.F.R. Part 99, respectively.
7. **Educational Agency:** A school district, board of cooperative educational services, school, charter school or the New York State Education Department.
8. **Eligible Student:** A student eighteen years or older.
9. **Encrypt or Encryption:** Methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key and such confidential process or key that might enable decryption has not been breached, as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Rule at 45 CFR 164.304.
10. **Non-Employee Recipients:** Contractor's nonemployee agents, consultants and/or subcontractors engaged in the provision of Services pursuant to the Service Agreement.
11. **NIST Cybersecurity Framework:** The U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity Version 1.1.
12. **Parent:** A parent, legal guardian or person in parental relation to the student.
13. **Release:** Shall have the same meaning as Disclose.
14. **Student:** Any person attending or seeking to enroll in an educational agency.

- 15. Student Data:** Personally identifiable information, as defined in section 99.3 of Title 34 of the Code of Federal Regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C 1232g, regarding students from the student records of an educational agency.
- 16. Subscribing EA:** An Educational Agency that was not party to the original Services Agreement and who accepts the General Offer of Privacy Terms.
- 17. Teacher or Principal Data:** Personally identifiable information from the records of an Educational Agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law § 2012(c).

ARTICLE II: DATA PROTECTION

- 1. Purpose.** Contractor is permitted to have access to Protected Data solely and exclusively for the purpose set forth in the Service Agreement as outlined in Exhibit B, the parents bill of rights for data privacy and security supplemental information. Contractor agrees to hold the Protected Data in strict confidence, and not to disclose it for the benefit of another or for any use or purpose other than for providing the Services. The confidentiality and data security obligations of the Contractor under this DPA shall survive any termination of this DPA.
- 2. Ownership of Protected Data.** Contractor has no property or licensing rights or claims of ownership to any Protected Data.
- 3. Right to Review.** The EA has the right to review Contractor's procedures, practices and controls related to the protection of Protected Data. To that end, upon request, Contractor will make available for review policies, procedures, practices and documentation related to the protection of Protected Data. In addition, and not more than once an year, Contractor may be required to undergo an audit of its privacy and security controls performed by an independent third party at Contractor's expense, and provide the audit report to an EA, or in the alternative, provide EA with a recent independent audit report on privacy and security controls.
- 4. Parent and Eligible Student Access.** Education Law §2-d and FERPA provide Parents and Eligible Students the right to inspect and review their child's or the Eligible Student's Student Data stored or maintained by the EA. To the extent Student Data is held by Contractor pursuant to the Service Agreement, Contractor shall respond within twenty-five (25) calendar days to the EA's requests for the Contractor to facilitate such review by a Parent or Eligible Student, and as applicable, facilitate corrections as necessary. If a Parent or Eligible Student contacts Contractor directly to review any of the Student Data held by Contractor pursuant to

the Service Agreement, Contractor shall promptly notify the EA and refer the Parent or Eligible Student to the EA.

5. **Compliance with Law.** Contractor agrees to maintain the confidentiality of Protected Data in accordance with applicable New York and federal laws, rules, and regulations including, but not limited to, FERPA; COPPA; PPRA; IDEA; Education Law § 2-d; 8 NYCRR Part 121; and EA policies relating to data privacy and security as amended, including, without limitation, those data privacy and security policies that are implemented subsequent to the execution of this DPA and which are provided to Contractor.
6. **Bill of Rights for Data Privacy and Security.** As required by §2-d of the Education Law, the parents bill of rights for data privacy and security and the supplemental information for the Service Agreement are included as Exhibit A and Exhibit B, respectively, and incorporated into this DPA. Contractor shall complete and sign Exhibit B for the Service Agreement and append it to this DPA. Pursuant to Education Law §2-d, the EA is required to post the completed Exhibit B on its website.
7. **Contractor's Authorized Users.** Contractor shall only disclose Protected Data to Authorized Users who need to know the Protected Data in order to carry out the Services, provided that such disclosure shall be made only to the extent justifiable by such need, and shall adopt and maintain administrative, physical and technical security and privacy controls and protocols that ensure access only to Authorized Users. Contractor shall ensure that all such Authorized Users comply with the terms of this DPA. Contractor agrees that upon request by the EA, it will provide the EA with the names and affiliations of the Non-Employee Recipients to whom it proposes to disclose, or has disclosed, Protected Data. Contractor shall ensure that each Non-Employee Recipient is contractually bound by an agreement that includes confidentiality and data security obligations equivalent to, and no less protective than, those found in this DPA.
8. **Subcontractor.** Where use of a subcontractor is authorized, Contractor shall, by written agreement, ensure that data privacy requirements consistent with those as set forth herein apply to all subcontractors performing functions pursuant to the Service Agreement where the subcontractor will receive or have access to Protected Data. Such written agreements shall include provisions that (a) state that work performed by the subcontractor must be in accordance with the data privacy terms and conditions consistent with those in this DPA, and (b) ensure that the subcontractors will abide by all applicable data protection and security requirements, including but not limited to applicable New York and federal laws and regulations. Contractor shall take full responsibility for the acts and omissions of its subcontractors. Contractor shall examine the data security and privacy measures of its subcontractors before it agrees to utilize the subcontractor and shall periodically do so for as long as the subcontractor is being utilized to fulfill the Contractor's responsibilities under the Service Agreement. If at any point a subcontractor fails to comply with the requirements of

this DPA, Contractor shall: so notify the EA; take all necessary steps to retrieve all Protected Data received or stored by such subcontractor and ensure that such data has been securely deleted and destroyed in accordance with this DPA; and remove such subcontractor's access to Protected Data. In the event there is an incident in which the subcontractor compromises Protected Data, Contractor shall follow the Data Breach reporting requirements set forth herein.

- 9. Destruction of Data.** Nothing in the Service Agreement shall authorize Contractor to maintain Protected Data after termination of the Service Agreement. Upon a written request made by the EA, Contractor shall provide the EA a written certification of the secure deletion and/or destruction of Protected Data held by the Contractor and its Non-Employee Recipients no later than ten (10) business days. If applicable, upon expiration or termination of the Service Agreement, Contractor shall transfer, Protected Data to the EA or the EA's successor contractor, at the EA's option and written direction provided to the Contractor prior to or immediately upon the expiration or termination of the Service Agreement. Contractor shall thereafter, with regard to all Protected Data (including without limitation, all hard copies, archived copies, electronic versions, electronic imaging of hard copies) as well as any and all Protected Data maintained on behalf of Contractor in a secure data center and/or cloud-based facilities that remain in the possession of Contractor or its Non-Employee Recipients, securely delete and/or destroy such Protected Data in a manner that does not allow it to be retrieved or retrievable, read or reconstructed, and direct its Non-Employee Recipients to do the same. Contractor shall ensure that no copy, summary or extract of the Protected Data is retained on any storage medium (including, without limitation, in secure data centers and/or cloud-based facilities) whatsoever by Contractor or its Non-Employee Recipients. Hard copy media must be shredded or destroyed such that Protected Data cannot be read or otherwise cannot be reconstructed, and electronic media must be cleared, purged, de-identified or destroyed such that the Protected Data cannot be retrieved. Redaction is specifically excluded as a means of data destruction.
- 10. No Sale or Commercial Use.** Contractor agrees that it will not sell Protected Information; use or disclose Protected Information for purposes of receiving remuneration, whether directly or indirectly; use or disclose Protected Information for marketing, commercial or advertising purposes or facilitate its use or disclosure by any other party for such purposes; or use or disclose Protected Information to develop, improve or market products or services to students, or permit another party to do so.
- 11. Disclosure Limitations.** Unless as permitted by this DPA, Contractor shall not disclose any Protected Data to any party who is not an Authorized User. Notwithstanding the foregoing, Contractor may disclose Protected Data if such disclosure is required by statute or court order and the Contractor makes a reasonable effort to notify the EA of the order or subpoena in advance of compliance but in any case, provides notice to the EA no later than the time the

Protected Data is disclosed, unless such disclosure to the EA is expressly prohibited by statute or court order.

- 12. Encryption.** Contractor shall use industry best practices to preserve and protect Protected Data from unauthorized disclosure. Contractor shall use Encryption technologies to protect Protected Data at rest, on file storage, database storage, or on back-up media, and in transit/motion.
- 13. Data Security and Privacy Plan.** Contractor shall maintain reasonable administrative, technical and physical safeguards that conform to federal, State and EA mandates, the NIST Cybersecurity Framework or an equivalent standard that meets and or exceeds its requirements, and generally recognized industry standards and practices to protect the security, confidentiality and integrity of Protected Data in its custody. Contractor is required to have a Data Security and Privacy Plan that, at a minimum, complies with 8 NYCRR Part 121, and is acceptable to the EA. Contractor's data privacy and security safeguards are described in greater detail in its' Data Privacy and Security Plan attached hereto as Exhibit C.
- 14. Training.** Contractor shall ensure that all Authorized Users who have access to Protected Data have received or will receive training on the federal and state laws governing confidentiality of such data and understand the privacy and data security obligations of this DPA prior to receiving access.
- 15. Data Breach Reporting.** Contractor shall promptly notify the EA of any breach of security resulting in an unauthorized release or disclosure of Protected Data by Contractor or its Authorized Users in violation of applicable state or federal law and/or this DPA in the most expedient way possible and without unreasonable delay, but no later than five (5) business days after discovery of the breach or unauthorized release. Notifications required pursuant to this section must be in writing, given by personal delivery, e-mail transmission (if contact information is provided for the specific mode of delivery), or first class mail, postage prepaid, at the address set forth on Exhibit B. Such notification shall be clear, concise, use language that is plain and easy to understand, and to the extent available, include a brief description of the breach or unauthorized release; the dates of the incident and the date of discovery, if known; a description of the types of Personally Identifiable Information affected, an estimate of the number of records affected, a brief description of the Contractor's investigation or plan to investigate, and contact information for representatives who can assist the EA. Violations of the requirement to notify the EA shall be subject to a civil penalty pursuant to Education Law Section 2-d. The breach and unauthorized release of certain Personally Identifiable Information protected by Education Law Section 2-d may subject the Contractor to additional penalties.
- 16. Cooperation with Investigations.** Contractor agrees that it will cooperate with the EA and law enforcement, where necessary, to protect the integrity of any investigations into a breach or unauthorized release of Protected Data. Any costs incidental to the required cooperation or

participation of the Contractor or its' Authorized Users, as related to such investigations, will be the sole responsibility of the Contractor.

- 17. Notification Costs.** Where a breach or unauthorized release of Protected Data occurs that is attributable to Contractor or any of its Authorized Users, Contractor shall pay for or promptly reimburse the EA for the full cost of the EA's notification to parents, students, teachers, and/or principals, in accordance Education Law § 2-d and 8 NYCRR Part 121, provided that, EA reasonably consults, cooperates and coordinates with Contractor in connection with such notifications.
- 18. De-Identified Data.** Contractor agrees that any Protected Data collected, processed or stored under this DPA will be used expressly and solely for the purposes enumerated in the agreements between the parties. The parties recognize that the use of de-identified data, which contains no personally identifiable information, is needed by Contractor to provide, evaluate, maintain and improve its products and services. The provisions of the Agreement and this DPA shall not be construed to restrict Contractor from maintaining or using de-identified data (including de-identified aggregated data).

ARTICLE III: MISCELLANEOUS

- 1. Priority of Agreements and Precedence.** In the event of a conflict between and among the terms and conditions of this DPA, including all Exhibits attached hereto and incorporated herein, the Service Agreement, and any of Contractor's terms of service or privacy notices that apply to the Services, the terms and conditions of this DPA shall prevail. In addition, this DPA and all its Exhibits shall be deemed a part of and incorporated into the Service Agreement but shall survive the termination of the Service Agreement in the manner set forth herein.
- 2. Entire Agreement.** This DPA constitutes the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto.
- 3. Governing Law; Venue and Jurisdiction.** This DPA will be governed by and construed in accordance with the laws of the state of New York, without regard to conflicts of law principles. The state and federal courts located in New York will have exclusive jurisdiction to adjudicate any dispute arising out of or relating to this DPA, the Service Agreement referenced in this DPA, or the transactions contemplated hereby.
- 4. Execution.** This DPA as well as attached exhibits A, B and C may be executed in one or more counterparts, all of which shall be considered one and the same document, as if all parties had executed a single original document. This DPA as well as the attached exhibits A, B and C may be

executed by signatures to facsimile copy or electronic transmittal documents in lieu of an original or machine generated or copied document, and each signature thereto shall be and constitute an original signature, as if all Parties had executed a single original document.

NCS PEARSON, INC.

Signature: Randall T. Trask
Randall T. Trask (May 11, 2021 13:56 MDT)

Printed Name: Randall T. Trask

Title/Position: Senior Vice President

Date: May 11, 2021

MEDINA CENTRAL SCHOOL DISTRICT

Signature: Anthony S Moreno

Printed Name: Anthony S Moreno

Title/Position: Data Protection Officer

Date: 5/13/21

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Medina Central School District is committed to protecting the privacy and security of student data and teacher and principal data. In accordance with New York Education Law Section 2-d and its implementing regulations, the District informs the school community of the following:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purposes.
- 2) Parents have the right to inspect and review the complete contents of their child's education record.
- 3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- 4) A complete list of all student data elements collected by New York State is available for public review at the following website <http://www.nysed.gov/student-dataprivacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234.
- 5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

APPENDIX

Supplemental Information Regarding Third-Party Contractors

In the course of complying with its obligations under the law and providing educational services to District residents, the Medina Central School District has entered into agreements with certain third-party contractors. Pursuant to these agreements, third-party contractors may have access to "student data" and/or "teacher or principal data," as those terms are defined by law and regulation.

For each contract or other written agreement that the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the District, the following supplemental information will be included with this Bill of Rights:

- 1) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract; Page 2 of 2
- 2) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- 3) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- 4) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- 5) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and 6) Address how the data will be protected using encryption while in motion and at rest.

NCS PEARSON, INC.

Signature: Randall T. Trask
Randall T. Trask (May 11, 2021 13:56 MDT)

Printed Name: Randall T. Trask

Title/Position: Senior Vice President

Date: May 11, 2021

MEDINA CENTRAL SCHOOL DISTRICT

Signature: Anthony S. Moreno
Printed Name: Anthony S. Moreno
Title/Position: Data Protection Officer
Date: 5/13/21

EXHIBIT B - BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

SUPPLEMENTAL INFORMATION FOR CONTRACTS THAT UTILIZE PROTECTED DATA

The Educational Agency is required to post information to its website about its agreements with third-party contractors that will receive Protected Data pursuant to Education Law §2-d and Part 121.3 of the Commissioner's Regulations.

Contact information for notifications of any breach of security resulting in an unauthorized release or disclosure of Protected Data by Contractor or its Authorized Users is as follows:

Medina CSD Data Protection Officer (DPO):

- Name: Anthony Moreno
- Email: amoreno@medinacsd.org
- Phone: 585-798-1534
- Address: 1 Mustang Drive, Medina NY 14103

Name of Vendor	NCS Pearson, Inc.
Products	Q-global and Q-interactive
Description of Services	Q-global and Q-interactive are web and iPad applications used for administering, scoring, and reporting on clinical assessments.
List of Protected Data elements	Q-global Data Elements Name - user's name is required; examinee name is optional Address - Q-global never collects nor stores addresses for users or examinees Phone number(s) - user's phone number and account contact phone number; never for examinee Email address - required for users; optional for examinee - only used when sending a ROSA to an examinee/rater Pearson qualification level - account owner's qualification level is associated to the account Log-in ID and password - username and password for users (password is encrypted); never for an examinee Examinee ID - only required if examinee name is not provided Date of birth - required for every examinee Gender - only required for some assessments if gender norms are applicable

	<p>Race and ethnicity - only required for some assessments if ethnicity norms are applicable</p> <p>Handedness - optional for some assessments</p> <p>Home language- optional for some assessments</p> <p>Clinical history - optional</p> <p>Education history and issues - optional</p> <p>Work and employment status, history and issues - optional</p> <p>Health conditions - optional</p> <p>Medications - optional</p> <p>Marital status - may be required for some assessments</p> <p>Family information and history - optional</p> <p>Living arrangements - optional</p> <p>Names of parents or guardians - if sending a parent rater form, then the parent name and email are required to send the remote on screen assessment</p> <p>Test results and raw scores - Q-global does not store scored data; only item entry/raw score entry are stored</p> <p>Q-interactive Data Elements</p> <p>Client identification (required)</p> <ul style="list-style-type: none"> - Client Name - Client ID - Date of Birth - Gender - Grade (achievement tests) <p>Demographics (optional)</p> <ul style="list-style-type: none"> - Race/Ethnicity - Handedness - Primary Language <p>Referral (optional)</p> <p>Personal (optional)</p> <ul style="list-style-type: none"> - Marital status - Others in the home - Parent or guardian contact information <p>Others in the home (optional)</p> <p>Language (optional)</p> <p>Developmental history (optional)</p> <p>Education (optional)</p> <p>Health (optional)</p> <p>Employment (optional)</p>
Service Agreement Term (Start and End Dates)	
Subcontractors	<p>_____ Contractor will utilize subcontractors in accordance with the terms of the DPA and shall require, pursuant to written agreement, that its subcontractors adhere to the same or greater data protection obligations imposed on the</p>

	<p>contractor by state and federal laws and regulations, and this DPA.</p> <p><u> X </u> Contractor will not utilize subcontractors.</p>
Data Transition and Secure Destruction	<p>Upon expiration or termination of the contract, Contractor shall:</p> <ul style="list-style-type: none"> ✓ Securely transfer data to EA, or a successor Contractor at the EA's option and written discretion, in a format agreed to by the parties, ✓ Securely delete and destroy data, and ✓ Certify to EA that secure deletion is complete.
Challenges to Data Accuracy	<p>Parents, teachers or principals who seek to challenge the accuracy of Protected Data may do so by contacting the EA's Data Protection Officer, who will review all such requests. If a correction to data is deemed necessary, Contractor will work with the EA to make such corrections, as applicable.</p>
Secure Storage	<p>Contractor will securely store Protected Data in a manner briefly described below (state storage location and the protections taken to ensure the data will be protected, and data and security privacy risks mitigated, in a manner that does not compromise the security of the data): Q-global and Q-interactive data are hosted at Amazon Web Service (AWS) Canada Central region in Montreal, QC, Canada. Some data within Q-global are also hosted at AWS Europe West 1 region in North Dublin, Ireland.</p> <p>Pearson, Q-global, and Q-interactive employ many administrative, physical, and technical safeguards to protect customer data.</p> <p>Administrative safeguards include Pearson's Information Security Management Strategy based on the ISO 27001 Framework with movement towards NIST Cybersecurity Framework alignment which includes security policies and standards, information security and data privacy training for staff, least use privileges, configuration</p>

	<p>management, and formal processes for request and approval of accounts.</p> <p>Physical controls include physical lock and key, badge access systems, locking equipment cages, security guards, dedicated alarm systems, visitor logs, CCTV and video recording. For data centers, individual access is authorized only by the data center manager and based upon the individual's role, responsibilities, and business need. There is a data center control log that must be signed upon entrance and exit, and individuals must always present their access badge and display it visibly. Authorized employees must escort authorized visitors such as vendors, contractors, or consultants always in the data center.</p> <p>Technical controls include firewalls, segregated virtual private clouds for products and environments, separated tiers for servers, data encryption for data at rest (AES 256) and in transit (TLS and HTTPS), role-based access and authentication, unique and complex authentication, secure coding practices, OS and application patching, and static and dynamic security scanning.</p>
Encryption and Data Security	<p><u> X </u> Data will be encrypted while in motion and at rest.</p> <p><u> X </u> Data will be protected with the additional data security and privacy practices outlined in greater detail in Contractor's Data Privacy and Security Plan.</p>

NCS PEARSON, INC.

Signature: Randall T. Trask
Randall T. Trask (May 11, 2021 13:56 MDT)

Printed Name: Randall T. Trask

Title/Position: Senior Vice President

Date: May 11, 2021

MEDINA CENTRAL SCHOOL DISTRICT

Signature: Anthony S. Moreno

Printed Name: Anthony S. Moreno

Title/Position: Data Protection Officer

Date: 5/13/21

EXHIBIT C - CONTRACTOR'S DATA PRIVACY AND SECURITY PLAN

The Educational Agency is required to ensure that all contracts with a third-party contractor include an acceptable Data Security and Privacy Plan, pursuant to Education Law § 2-d and Part 121.6 of the Commissioner's Regulations. Contractor must complete the following or provide a plan that at a minimum, addresses the following.

1	Outline how you will implement applicable data security and privacy contract requirements over the life of the contract, as consistent with the educational agency's data security and privacy policy.	In accordance with data security and privacy best practices, multiple layers of data security and privacy exist in the computing environment to reduce the risk of unauthorized exposure of customer data. These protections include not only preventive controls designed to stop security incidents from happening, but also detective controls to inform us in the unlikely event a security control failure occurs. Along with the resilient and reliable design of our assessment platform, Pearson leads the industry in its ability to protect against and mitigate the effects of distributed denial of service (DDoS) attacks. Pearson provides access to systems based on need to know and in accordance with the principle of least privilege. If a workforce member does not have a business need for access, they do not get it. And where access is authorized, user accounts are assigned the minimum level of privilege necessary for their role. These principles also extend into the assessment services we provide. Customer staff who have been assigned to administration roles in service
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		<p>solutions have the ability to place staff into specific roles, with privileges appropriate to them. In this way, administration of the assessment platform can conform to role-based access needs of each customer.</p>
2	<p>Specify the administrative, operational and technical safeguards and practices that you have in place to protect personally identifiable information that you will receive under this contract.</p>	<p>Pearson, Q-global, and Q-interactive employ many administrative, physical, and technical safeguards to protect customer data.</p> <p>Administrative safeguards include Pearson's Information Security Management Strategy based on the ISO 27001 Framework with movement towards NIST Cybersecurity Framework alignment which includes security policies and standards, information security and data privacy training for staff, least use privileges, configuration management, and formal processes for request and approval of accounts.</p> <p>Physical controls include physical lock and key, badge access systems, locking equipment cages, security guards, dedicated alarm systems, visitor logs, CCTV and video recording. For data centers, individual access is authorized only by the data center manager and based upon the individual's role, responsibilities, and business need. There is a data center control log that must be signed upon entrance and exit, and individuals must always present their access badge and display it visibly. Authorized employees must escort authorized visitors such as vendors, contractors, or consultants always in the data center.</p>

		<p>Technical controls include firewalls, segregated virtual private clouds for products and environments, separated tiers for servers, data encryption for data at rest (AES 256) and in transit (TLS and HTTPS), role-based access and authentication, unique and complex authentication, secure coding practices, OS and application patching, and static and dynamic security scanning.</p>
3	<p>Certify compliance with the requirements set forth in the Supplemental Information to the Parents Bill of Rights.</p>	<p>Pearson certifies compliance with the following requirements: Pearson will not utilize subcontractors for this contract. Upon expiration or termination of the contract, Pearson will securely transfer data to EA or a successor Contractor in a format agreed to by the parties, securely delete and destroy data, and certify to EA that secure deletion is complete.</p> <p>Parents, teachers or principals who seek to challenge the accuracy of Protected Data may do so by contacting the EA's Data Protection Officer, who will review all such requests. If a correction to data is deemed necessary, Pearson will work with the EA to make such corrections, as applicable.</p> <p>Q-global and Q-interactive data are hosted at Amazon Web Service (AWS) Canada Central region in Montreal, QC, Canada. Some data within Q-global are also hosted at AWS Europe West 1 region in North Dublin, Ireland.</p> <p>Data at rest are encrypted using AES 256. Data in transit are encrypted using TLS and HTTPS.</p>

4	Specify how Authorized Users have been trained or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access.	Authorized Users are provided training upon hire and annually for Information Security and Data Privacy Awareness, Information Security Acceptable Use, and Code of Conduct.
5	Outline contracting process that ensures that Authorized users are bound by written agreement to the requirements of this DPA, at a minimum.	Authorized Users sign confidentiality agreements and non-disclosure agreements upon hire.
6	Specify how you will manage any data security and privacy incidents that implicate Protected Data and describe any specific plans you have in place to identify breaches and unauthorized disclosures, and to meet your obligations to report incidents to the educational agency.	The incident management process pulls in a multi-disciplinary core team of experts to facilitate, manage, and coordinate all activities associated with the response effort. This core team is comprised of technical subject matter experts, business stakeholders, legal counsel, and information security. If a security breach or unauthorized disclosure affecting EA data is confirmed, the EA Data Protection Officer would be notified within 72 hours.
7	Describe how will data be transitioned to the educational agency when no longer needed by Contractor to provide Services, if applicable.	The EA can print or export their data at any time using the Q-global and Q-interactive applications. Upon written request from the EA Account Owner, Pearson can also provide a bulk export of the EA data.
8	Describe secure destruction practices and how certification will be provided to the educational agency.	The EA can delete their data at any time using the Q-global and Q-interactive applications. Upon written request from the EA Account Owner, Pearson can also delete the EA data. Upon termination of

		the contract or as directed by the EA Account Owner, data will be securely deleted from the database and backups, and a certification of deletion will be provided to the EA Account Owner.
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NCS PEARSON, INC.

Signature: Randall T. Trask
Randall T. Trask (May 11, 2021 13:56 MDT)

Printed Name: Randall T. Trask

Title/Position: Senior Vice President

Date: May 11, 2021

MEDINA CENTRAL SCHOOL DISTRICT

Signature: Anthony S. Moreno

Printed Name: Anthony S. Moreno

Title/Position: Data Protection Officer

Date: 5/13/21

290321_NY Medina CSD_NCS Pearson_DPA_20210507

Final Audit Report


2021-05-11

Created:	2021-05-11
By:	Patricia Leighton (patricia.leighton@moraeglobal.com)
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