

Data Security and Privacy Plan

As per the Agreement between the undersigned and the Mount Vernon City School District, this plan must be completed by the Service Provider (prior to entering the herein contract) IN THE EVENT THE VENDOR DOES NOT COMPLY WITH THE HEREIN REQUIREMENT, THE VENDOR WILL BE IN BREACH OF THE CONTRACT RENDERING THE CONTRACT NULL AND VOID.

1. Exclusive Purposes for Data Use

- a. Please list the exclusive purposes for which the service provider will use the student data [or teacher or principal data].

Initial _____

2. Data Accuracy/Correction Practices

- a. Parent [student, eligible student, teacher, or principal] may challenge the accuracy of the data by...

Initial _____

3. Subcontractor Oversight Details

- a. This contract has subcontractors: Yes _____ No _____

- b. Describe how the contractor will ensure subcontractors abide by data protection and security requirements, including but not limited to those outlined in applicable state and federal laws and regulations:

Initial _____

4. Security Practices

- a. Where is the data stored? (described in such a manner as to protect data security)

- b. The security protection practices taken to ensure data will be protected include:

5. Contract Lifecycle Practices

- a. The agreement expires _____
- b. When the agreement expires,
 - i. How long is the student data [or teacher or principal data] retained?

 - ii. How is the student data disposed? _____

6. Encryption Practices

- a. Data encryption is applied in accordance with Education Law 2-d 5(f)(5)
Yes _____ No _____ Initial _____

7. Training Practices

- a. Annual training on federal and state law governing confidentiality is provided for all officers, employees, or assignees who have access to student [or teacher or principal data]
Yes _____ No _____ Initial _____

Company Name

Print Name and Title

Signature of Provider

Date