

# COMMON SUPPLEMENTAL INFORMATION LANGUAGE

Educational agencies are required to post information about third-party contracts on the agency's website with the Bill of Rights. Using the starter language below, identify current gaps and discuss how you are going to develop standard / common supplemental information contractual language for your school district.

## CONTRACTOR AND PRODUCT NAME

### EXCLUSIVE PURPOSES FOR DATA USE

The **exclusive purposes** for which the student data [or teacher or principal **data**] **will be used by the third-party contractor include** [insert the purposes defined in contract].

### SUBCONTRACTOR OVERSIGHT DETAILS

[insert contractor name] will **ensure that any subcontractors**, assignees, or other agents who see or receive this protected data are **contractually required to obey the same data protection and security requirements** that [insert contractor name] is **required to obey under state and federal law**.

### CONTRACT LIFECYCLE PRACTICES

The **contract expires on** [insert date] unless earlier renewed or automatically extended for a 12-month period pursuant to the agreement. **When the contract expires, protected data will, upon the written request** of the school district, **be deleted** by [insert contractor name], **and may be exported for use by** the [insert district name] **before being deleted**.

### DATA ACCURACY/CORRECTION PRACTICES

**Parents can challenge the accuracy of any student data** stored by [insert district name] in a [insert contractor name] Product or Service **by following the school district's procedure for requesting the amendment of education records** under the Family Educational Rights and Privacy Act (FERPA). Teachers and principals may be able to challenge the accuracy of APPR data stored by [insert district name] in a [insert third contractor name] Product or Service by following the appeal procedure in the school district's APPR Plan.

### SECURITY PRACTICES

**Protected data** provided to [insert contractor name] by a participating school district **will be stored** [insert location]. The **measures** that [insert third party contractor name] takes **to protect** student data and teacher and principal **data will align with the NIST Cybersecurity Framework and industry best practices** including, but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection.

### ENCRYPTION PRACTICES

**Data encryption will be employed** at least to the extent required by Education Law Section 2-d.



This resource is relevant to the **BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY Part 121** of the Commissioner's Regulations Requirements.