

PORT JERVIS CITY SCHOOL DISTRICT

APPENDIX TO PARENTS' BILL OF RIGHTS

1. ***Exclusive Purposes for which Student Data Will Be Used.*** Use of student data under this Agreement will be limited to that necessary for Contractor to perform the duties of *[insert position title]* and the services associated with that function. Such services include, but are not limited to *[insert services associated with position]*.
2. ***Protective Measures Regarding Third Parties.*** The Contractor will ensure that any subcontractor or other person or entity with whom the Contractor shares student data is directed to consult the Parents' Bill of Rights for Data Privacy and Security posted on the *[insert name of District/BOCES]*'s website.
3. ***Storage of Data.*** Contractor will maintain reasonable safeguards to protect the security, confidentiality, and integrity of personally identifiable information, as applied to student data, within its custody, including password protection and email archiving (for information stored digitally) and manual lock and key (for physical copies of such information).
4. ***Expiration of Agreement.*** This Agreement expires on *[insert contract expiration date]*. Upon expiration of this Agreement, Contractor will ensure that all student data are returned to the *[District/BOCES]*. Contractor will also ensure that all emails containing personally identifiable student information are returned to the *[District/BOCES]* and deleted from the Contractor's email account.
5. ***Parental Challenge to Accuracy of Data.*** In the event a parent, student, or eligible student wishes to challenge the accuracy of the student data collected by the Contractor, such parent, student, or eligible student shall have an opportunity for a hearing to challenge the content of the school records, in accordance with the *[District/BOCES]*'s Student Records Policy *[insert applicable policy number]*.