

Terms of Service Addendum Student Data Privacy

This Addendum ("Addendum") Cost Proposal # 005680685 is entered into on this 25th day of November 2019, between the Plymouth Board of Education (the "Board") and Houghton Mifflin Harcourt Publishing Company ("Contractor") (collectively, the "Parties") for the purpose of identifying the obligations of the Parties relative to the confidentiality of student data.

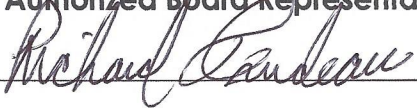
For the purposes of this Addendum, "directory information," "personally identifiable," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. § 10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant to the contract are not the property of, or under the control of, the Contractor.
2. The Board may request that the Contractor dispose of student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor provided the Board may, by written notice, request the disposal of any such student information, student records or student-generated content if such copy has been used by the Contractor to repopulate accessible data following a disaster recovery. The Board may request the disposal of student data. Such a request by the Board shall be made by electronic mail or other writing to the Contractor. The Contractor will dispose of the requested student data within ten (10) business days of receiving such a written request.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Addendum.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to promptly notify the Board. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein, by following the amendment procedures outlined in the Board's Confidentiality and Access to Education Records Policy.
5. The Contractor shall take actions reasonably designed to ensure the security and confidentiality of student data.

6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:
 - A. Upon the confirmation by the Contractor of a material breach of security that results in the unauthorized release, disclosure, or acquisition of student data, , the Contractor shall promptly and without undue delay provide initial notice to the Board as soon as possible, but not more than seventy-two (72) hours after such discovery ("Initial Notice") of a confirmed data breach. The Initial Notice shall be delivered to the Board by electronic mail to Richard Trudeau, Director of Technology, richt@plymouth.k12.ct.us and shall include the following information, to the extent known at the time of notification, if technically practicable:
 1. Date and time of the breach;
 2. Names of student(s) whose student data was released, disclosed or acquired;
 3. The nature and extent of the breach;
 4. The Contractor's proposed plan to investigate and remediate the breach.
 - B. Upon confirmation by the Contractor of a material breach, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not later than thirty (30) days after confirmation of the breach, shall provide the Board with a more detailed notice of the breach, if practicable, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.
 - C. The Contractor agrees to reasonably cooperate with the Board with respect to investigation of the breach and to reimburse the Board for a reasonable apportionment of costs associated with responding to the breach, including but not limited to the costs relating to notifications as required by Conn. Gen. Stat. § 10-234dd.
7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board,. The Contractor may use de-identified information (which refers to PII that has been removed or obscured from student records in a way that minimizes the risk of disclosure of the identity of the individual and information about them) for evaluation, research and development of educational products and services.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.

9. The laws of the State of Connecticut shall govern the rights and duties of the Contractor and the Board.
10. If any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of the contract which can be given effect without the invalid provision or application.
11. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
12. The Parties agree that this Addendum controls over any inconsistent terms or conditions contained within any other Addendum/Agreement entered into by the Parties concerning student data.

Authorized Board Representative:



11/25/2019

Date


Richard Trudeau

Name

Director of Technology

Title

Authorized Contractor Representative:



November 26, 2019

Date

Lisa A. Jacobson

Name

Direct, Bids and Contracts

Title