

**CONFIDENTIALITY AND
DATA SECURITY AND PRIVACY STANDARDS
ADDENDUM/AGREEMENT**

This Addendum to Ossining's Parent's Bill of Rights is made and entered into this 9 day of September 2020, by and between CommonLit, Inc. (the "Vendor"), having its principal place of business at: 660 Pennsylvania Ave. SE Suite 302 Washington DC 20003, and the **Ossining Union Free School District**, having its principal place of business at **400 Executive Blvd, Ossining NY 10562**

WHEREAS, the Ossining School District and the Vendor have entered into the Agreement, as set forth above, on 9/9/2020; and

Date of Agreement

WHEREAS, the Vendor will receive "student data" as that term is defined in New York Education Law section 2-d; and

WHEREAS, both the School District and Vendor are desirous of fulfilling their respective obligations under federal and state data security and privacy laws, including, but not limited to, New York Education Law section 2-d;

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereto mutually agree as follows:

1. Vendor, its employees, and/or agents agree that all information obtained in connection with the services provided for in the Agreement is deemed confidential information. Vendor, its employees, and/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in the Agreement. Vendor further agrees that any information received by Vendor, its employees, and/or agents during the course of the services provided pursuant to the Agreement which concerns the personal, financial, or other affairs of School District, its employees, agents, clients, and/or students will be treated by Vendor, its employees, and/or agents in full confidence and will not be revealed to any other persons, firms, or organizations.

2. Vendor acknowledges that it may receive and/or come into contact with personally identifiable information, as defined by New York Education Law Section 2-d, from records maintained by School District that directly relate to a student(s) (hereinafter referred to as "education record"). Vendor understands and acknowledges that it shall have in place sufficient protections and internal controls to ensure that information is safeguarded in accordance with applicable federal and state laws and regulations, and the School District's policy on data security and privacy, as adopted. Vendor further understands and agrees that it is responsible for complying with federal, state, and local data security and privacy standards for all personally identifiable information from education records, and it shall:
 - a. limit internal access to education records to those individuals that are determined to have legitimate educational interests;
 - b. not use the education records for any other purposes that those explicitly authorized in the Agreement;
 - c. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of education records in its custody; and

- d. use encryption technology to protect data while in motion or in its custody from unauthorized disclosure using a technology or methodology specified by the secretary of the United States department of health and human services in guidance issued under Section 13402(H)(2) of Public Law 111-5.
3. Vendor further understands and agrees that it is responsible for submitting a data security and privacy plan to the School District prior to the start of the term of the Agreement. Such plan shall outline how all state, federal and local data security and privacy contract requirements will be implemented over the life of the contract consistent with School District's policy on data security and privacy, as adopted. Further, such plan shall include a signed copy of School District's Parents' Bill of Rights and the training requirement established by Vendor for all employees who will receive personally identifiable information from student records (hereinafter referred to as "student data").
4. Vendor understands that as part of School District's obligations under New York Education Law Section 2-d, Vendor is responsible for providing School District with supplemental information to be included in School District's Parents' Bill of Rights. Such supplemental information shall be provided to School District within ten (10) days of execution of this Agreement and shall include:
 - a. the exclusive purposes for which the student data will be used;
 - b. how Vendor will ensure that subcontractors, persons or entities that Vendor will share the student data with, if any, will abide by data protection and security requirements;
 - c. that student data will be returned or destroyed upon expiration of the Agreement;
 - d. if and how a parent, student, or eligible student may challenge the accuracy of the student data that is collected; and
 - e. where the student data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.
5. In the event of a breach of this Agreement and unauthorized release of student data, Vendor shall immediately notify School District and advise it as to the nature of the breach and steps Vendor has taken to minimize said breach. In the case of required notification to a parent or eligible student, Vendor shall promptly reimburse School District for the full cost of such notification. Vendor shall indemnify and hold School District harmless from any claims arising from its breach of the within confidentiality and data security and privacy standards provision.
6. Upon termination of the Agreement, Vendor shall return or destroy all confidential information obtained in connection with the services provided therein and/or student data. Destruction of the confidential information and/or student data shall be accomplished utilizing an approved method of confidential destruction, including, shredding, burning or certified/witnessed destruction of physical materials and verified erasure of magnetic media using approved methods of electronic file destruction. The parties further agree that the terms and conditions set forth herein shall survive the expiration and/or termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

COMMONLIT, INC.

Date: 9/9/2020

By:  _____

Name: Agnes Malatinszky

Title: COO