



SARATOGA SPRINGS CITY SCHOOL DISTRICT

Office of Information Technology and Operational Innovation Phone: 518-693-1434

David L'Hommedieu, ALEP, Assistant Superintendent

Email: d_lhommedieu@saratogaschools.org

BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY THIRD PARTY CONTRACTOR SUPPLEMENT NEW BOARD OF EDUCATION POLICY 8635

ReadTheory Limited Partnership has been engaged by the Saratoga Springs City School District to provide services. In this capacity, the company may collect, process, manage, store or analyze student and/or teacher/principal personally identifiable information (PII).

ReadTheory Limited Partnership utilizes PII data for password reset and identification of the students by the teachers and parents.

ReadTheory Limited Partnership will ensure that subcontractors or others that the company shares PII with will abide by data protection and security requirements of district policy, and state and federal law and regulations by encrypting all connections to the database, alongside the user's unique ID and passwords. The rest of the fields are not encrypted. Access is limited by firewalls and secure credentials entry. All data is stored in a relational database. By entering into an Agreement with the School District, ReadTheory Limited Partnership acknowledges it has reviewed the relevant District policies on safeguarding PII, including but not limited to, Policy 8635 and Regulation 8635.

Parents may challenge the accuracy of PII held by ReadTheory Limited Partnership by contacting their support team at support@ReadTheory Limited Partnership.org.

ReadTheory Limited Partnership will take reasonable measures to ensure the confidentiality of PII by implementing the following :

- Password protections
- Administrative procedures
- Encryption while PII is in motion and at rest
- Firewalls
- Other: _____



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The contractor's agreement with the district begins on 7/01/2020 and ends on 6/30/2021. Once the contractor has completed its service to the district, records containing student PII will be deleted. Upon request of deletion, data is first de-identified, and then, after a short period to make sure that the client does not wish to restore the data, it is deleted

Assistant Superintendent for
Information Technology and Operational Innovation

Date

ReadTheory Limited Partnership
Date

By Ron Kirschenbaum
(On behalf of Pomador Media, Ltd.)

03-16-2021