



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

The Concord Consortium 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).

The Concord Consortium does not utilize PII data for purposes other than their own research, and that is only in the case where permission has been explicitly obtained. The Concord Consortium does not sell, advertise, or share this data.

The Concord Consortium 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 entering into an Agreement with the School District, The Concord Consortium acknowledges it has reviewed the relevant District policies on safeguarding PII, including but not limited to, Policy 8635 and Regulation 8635.

The Concord Consortium stores PII data as follows:

- Data is stored on encrypted and intrusion protected databases.
- Data is only accessible to the student/teacher, and authorized staff members in a blinded format.

Parents may challenge the accuracy of PII held by The Concord Consortium by contacting: privacy@concord.org.

The Concord Consortium 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
- Training



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Although The Concord Consortium software is freely available, Saratoga Springs City School District is required to obtain a statement of assurances agreement per New York State regulations Education Law 2-D. This agreement begins on 7/1/2021 and ends on 6/30/2022. Per The Concord Consortium, data is regularly archived after a period of 2 years. Individual students may be removed upon request.


Assistant Superintendent for
Information Technology and Operational Innovation

8-9-21
Date


The Concord Consortium

27JUL2021

Date