BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY -
SUPPLEMENTAL INFORMATION FOR CONTRACTS THAT UTILIZE PERSONALLY IDENTIFIABLE INFORMATION

Pursuant to Education Law § 2-d and Section 121.3 of the Commissioner's Regulations, the educational Agency (EA) is required to post information to its website about its contracts with third-party contractors that will receive Personally Identifiable Information (PII).

Name of Contractor	Mosaic Instructional Planning, Inc. _____
PII Declaration	**Does your organization/software collect student personally identifiable information (PII) or staff PII?** Examples of student PII: a. The student's name; b. The name of the student's parent or other family members; c. The address of the student or student's family; d. A personal identifier, such as the student's social security number, student number, or biometric record; e. Other indirect identifiers, such as the student's date of birth, place of birth, and Mother's Maiden Name; Examples of staff APPR PII: a. Teacher ID b. Name c. Birthdate d. Gender e. Race f. Salary ☐ IF YOUR ORGANIZATION/SOFTWARE DOES NOT COLLECT PII, CHECK THIS BOX AND SKIP TO THE BOTTOM, SIGN AND SUBMIT. If you collect the PII information above, please complete the remainder of this form.
Description of the purpose(s) for which Contractor will receive/access PII	Mosaic IP is a teacher instructional planning platform. The PII data that is used is the Teacher's Name to align to the courses that they teach, and the school and district to which they are affiliated.
Type of PII that Contractor will receive/access	Check all that apply: ☐ Student PII ☑ APPR PII

Contract Term	Contract Start Date 11/01/2023 Contract End Date 06/30/2024
Subcontractor Written Agreement Requirement	Contractor will not utilize subcontractors without a written contract that requires the subcontractors to adhere to, at a minimum, materially similar data protection obligations imposed on the contractor by state and federal laws and regulations, and the Contract. (check applicable option) ☐ Contractor will not utilize subcontractors. ☒ Contractor will utilize subcontractors.
Data Transition and Secure Destruction	Upon expiration or termination of the Contract, Contractor shall: • Securely transfer data to EA, or a successor contractor at the EA's option and written discretion, in a format agreed to by the parties. • Securely delete and destroy data.
Challenges to Data Accuracy	Parents, teachers or principals who seek to challenge the accuracy of PII will do so by contacting the EA. If a correction to data is deemed necessary, the EA will notify Contractor. Contractor agrees to facilitate such corrections within 21 days of receiving the EA's written request.
Secure Storage and Data Security	Please describe where PII will be stored and the protections taken to ensure PII will be protected: (check all that apply) ☑ Using a cloud or infrastructure owned and hosted by a third party. ☐ Using Contractor owned and hosted solution ☐ Other: Please describe how data security and privacy risks will be mitigated in a manner that does not compromise the security of the data: Mosaic IP is hosted on the Google Cloud infrastructure, in a best-in-class secure data center, with robust firewall and security protections for all data and for the platform itself. No individuals will have access to the production level database, including the teacher's name, and this data is encrypted in transit and at rest. All employees and contractors are continusouly trained on the processes, laws and regulations associated with data protection and privacy.
Encryption	Data will be encrypted while in motion and at rest.

CONTRACTOR'S DATA PRIVACY AND SECURITY PLAN

The Educational Agency (EA) is required to ensure that all contracts with a third-party contractor include a Data Security and Privacy Plan, pursuant to Education Law § 2-d and Section 121.6 of the Commissioner's Regulations. For every contract, the Contractor must complete the following or provide a plan that materially addresses its requirements, including alignment with the NIST Cybersecurity Framework, which is the standard for educational agency data privacy and security policies in New York state**. While this plan is not required to be posted to the EA's website, contractors should nevertheless ensure that they do not include information that could compromise the security of their data and data systems.**

1	Outline how you will implement applicable data security and privacy contract requirements over the life of the Contract.	The teacher's name data field will only be used for identification purposes and will be stored on the cloud. That data is not accessible by any individual at any time.
2	Specify the administrative, operational and technical safeguards and practices that you have in place to protect PII.	Mosaic IP adheres to all the of the data security provisions enforced by Google Cloud, and have restricted access permissions such that no employees or contractors have access to this information.
3	Address the training received by your employees and any subcontractors engaged in the provision of services under the Contract on the federal and state laws that govern the confidentiality of PII.	Employees and contractors are trained on protection of client data and applicable laws annually, and in the event of a regulatory change, upon notification of such a change. Mosaic IP complies with all federal and state mandates regarding data protection and privacy, and has a written policy in place. In the case of subcontractors, this policy is also enforced contractually.
4	Outline contracting processes that ensure that your employees and any subcontractors are bound by written agreement to the requirements of the Contract, at a minimum.	Our contracting process includes a comprehensive non-disclosure agreement which is signed by all employees and contractors which clearly specifies that they will comply with all state, federal and local laws as they related to data protection and privacy. Technology safeguards prohibit access as well.
5	Specify how you will manage any data security and privacy incidents that implicate PII and describe any specific plans you have in place to identify breaches and/or unauthorized disclosures, and to meet your obligations to report incidents to the EA.	There is a comprehensive escalation policy that is adhered to through Google Cloud in the event of a data breach. The system is continuously monitored by Google Cloud to detect any potential threats to the Mosaic IP platform. To date, Mosaic IP has had no attacks or any kind on its system.
6	Describe how data will be transitioned to the EA when no longer needed by you to meet your contractual obligations, if applicable.	Upon request, Mosaic can transfer or delete any applicable data for any client. As Mosaic IP only stores the Teacher's name, this is a very quick process.
7	Describe your secure destruction practices and how certification will be provided to the EA.	Upon request, this data can easily be deleted and certified by the Google Cloud adminstrator.
8	Outline how your data security and privacy program/practices align with the EA's applicable policies.	Mosaic IP's platform aligns perfectly with EA's applicable policies with respect to infrastructure, Cloud Hosting environment, policy, procedures, access limitations and compliance. Moreover the data field here is extremely limited, so there is virtually no risk of data exposure, as the teacher's names are publicly available
9	Outline how your data security and privacy program/practices materially align with the NIST CSF v1.1	Mosaic IP's processes are in perfect alignment with the NIST CSF v1.1 because we have mitigated and/or eliminated the risks associated with any threats to the clients' data via infrastructure (Google Cloud), policy and procedures (training, Google Cloud, [illegible] threat

Western Suffolk BOCES Education Law §2-d Bill of Rights for Data Privacy and Security

Parents (including legal guardians or persons in parental relationships) and Eligible Students (students 18 years and older) can expect the following:

1. A student's personally identifiable information (PII) cannot be sold or released for any Commercial or Marketing purpose. PII, as defined by Education Law § 2-d and the Family Educational Rights and Privacy Act ("FERPA"), includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR 99.3 for a more complete definition.

2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency. This right may not apply to Parents of an Eligible Student.

3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, FERPA at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); and the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.

4. Safeguards associated with industry standards and best practices including, but not limited to, encryption, firewalls and password protection must be in place when student PII is stored or transferred.

5. A complete list of all student data elements collected by NYSED is available at www.nysed.gov/data-privacy-security/student-data-inventory and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

6. The right to have complaints about possible breaches and unauthorized disclosures of PII addressed. (i) Complaints should be submitted to: dpo@wsboces.org. (ii) Complaints may also be submitted to the NYS Education Department at www.nysed.gov/data-privacy-security/report-improper-disclosure, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; by email to privacy@nysed.gov; or by telephone at 518-474-0937.

7. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.

8. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.

9. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

CONTRACTOR	
[Signature]	Izzy Galante
[Printed Name]	Izzy Galante
[Title]	CXO
Date:	09/20/2023