

Attachment S-1

Attachment to Parents' Bill Of Rights

For Contracts Involving Disclosure of Certain Personally Identifiable Information

Education Law §2-d, added by Ch. 56 of the Laws of 2014, requires that a Parents' Bill of Rights be attached to every contract with a third-party contractor (as defined in the law) which involves the disclosure of personally identifiable information (PII) derived from student education records ("Student Data"), or certain teacher/principal information regarding annual professional performance evaluations that is confidential pursuant to Education Law §30212-c ("APPR Data"). Each such Contract must include this completed Attachment to provide specific information about the use of such data by the Contractor.

1. Specify whether this Contract involves disclosure to the Contractor of Student Data, APPR Data, or both.
 - Disclosure of Student Data
 - Disclosure of APPR Data
2. Describe the exclusive purposes for which the Student Data or APPR Data will be used in the performance of this contract.

Vendors will identify 250 students (ages 14-21) per year and collect demographic data such as the start date of service, social security number, date of birth, race, ethnicity, student status, the specific pre-employment transition services (Pre-ETS services) received, and any other elements deemed necessary to report expenditures for the funded activities with students. Pre-ETS services are as follows: Job Exploration Counseling, Work Based Learning, Counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs, Workplace Readiness Training, and Instruction in Self-Advocacy.

3. Identify any subcontractors or other persons/entities with whom the Contractor will share the Student Data or APPR in the performance of this Contract, and describe how the Contractor will ensure that such persons/entities will abide by the data protection and security requirements of the Contract.

Subcontractors or other entities with whom the Contractor will share data:

There are no collaborators, sub-contractors or individuals that are not employed by Abilities, Inc. that will have access to any personal student information.

In the event the Contractor engages a Subcontractor or otherwise shares Student Data or APPR Data with any other entity, Contractor acknowledges and agrees that before any such data is shared with a Contractor or another entity, such party must agree in writing to be bound by the confidentiality and data protection provisions set forth in this Contract including, but not limited to, the "Data Security and Privacy Plan" set forth in Appendix R. Upon termination of the agreement between the Contractor and a Subcontractor or other entity, Contractor acknowledges and agrees that it is responsible for ensuring that all Student Data or APPR Data shared by the Contractor must be returned to Contractor or otherwise destroyed as provided in Paragraph 4 of the "Data Security and Privacy Plan" set forth in Appendix R.

4. Specify the expiration date of the Contract, and explain what will happen to the Student Data or APPR Data in the Contractor's possession, or the possession of any person/entity described in response to Paragraph 3, upon the expiration or earlier termination of the Contract.

Contract expiration date: 12/31/24

Contractor agrees to return the Student Data or APPR Data to NYSED consistent with the protocols set forth in Paragraph 4 of the "Data Security and Privacy Plan" set forth in Appendix R.

Contractor agree to securely destroy the Student Data or APPR Data consistent with the protocols set forth in Paragraph 4 of the "Data Security and Privacy Plan" set forth in Appendix R.

5. State whether the Contractor will be collecting any data from or pertaining to students derived from the student's education record, or pertaining to teachers or principals' annual professional performance evaluation pursuant to the Contract, and explain if and how a parent, student, eligible student (a student eighteen years or older), teacher or principal may challenge the accuracy of the Student Data or APPR data that is collected. *NYSED program office checks applicable box(es).*

Student Data

APPR Data

Any challenges to the accuracy of any of the Student Data or APPR Data shared pursuant to this Contract should be addressed to the school, educational agency or entity which produced, generated or otherwise created such data.

6. Describe where the Student Data or APPR Data will be stored (in a manner that does not jeopardize data security), and the security protections taken to ensure that the data will be protected, including whether such data will be encrypted.

Appropriate administrative physical & technical safeguards to secure any district data from unauthorized access, disclosure, alteration & use. Consultants use industry standard & current security tools and technology. Risk assessment is conducted periodically. Record retention policies are honored for all electronic files/folders. All non-electronic files/folders will be destroyed (shredded) by Abilities, Inc. Electronic data is stored on file servers (password protected) or non-electronic data is locked in file cabinets with keys held by directors. For legal & policy purposes files are kept for 7 years and then destroyed (shredded). All electronic data is encrypted in compliance with NY Education Law 2-d(5) (F) (5). See Question #3 for storage locations. Anti-virus & intrusion detection methods are up to date and industry standards.