

DPA EXHIBIT 2 - Education Law § 2-d Bill of Rights for Data Privacy and Security and Supplemental Information for Contracts that Utilize Personally Identifiable Information

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 (Student PII) cannot be sold or released for any Commercial or Marketing purpose. Student 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 Regulations of the Commissioner of Education 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 Student PII.
- 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 New York State Education Department ("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 Student PII addressed. (i) Complaints should 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 Student PII occurs.
- 8.** NYSED workers that handle Student PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
- 9.** NYSED contracts with vendors that receive Student PII will address statutory and regulatory data privacy and security requirements.

Supplemental Information

Pursuant to Education Law § 2-d and § 121.3 of the Regulations of the Commissioner of Education, the NYS Education Department (“NYSED”) is required to post information to its website about its contracts with thirdparty contractors that will receive Student PII and/or Teacher and/or Principal APPR data (“APPR Data”), collectively referred to as PII.

Name of Contractor	People Inc.
Description of the purpose(s) for which Contractor will receive/access PII	Contractor will provide sing language interpreter services for clients and staff of ACCES-VR.
Type of PII that Contractor will receive/access	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Student PII</p> <p><input type="checkbox"/> APPR Data</p>
Contract Term	<p>Contract Start Date: 6/1/2021</p> <p>Contract End Date: 5/31/2026</p>
Subcontractor Written Agreement Requirement	<p>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) <input type="checkbox"/></p> <p>Contractor will not utilize Subcontractors.</p> <p><input checked="" type="checkbox"/> Contractor will utilize Subcontractors.</p>
Data Transition and Secure Destruction	<p>Upon expiration or termination of the Contract, Contractor shall:</p> <ul style="list-style-type: none"> • Securely transfer data to NYSED, or a successor contractor at NYSED’s option and written discretion, in a format agreed to by the parties. • Securely delete and destroy data.
Challenges to Data Accuracy	<p>Parents, teachers or principals who seek to challenge the accuracy of PII will do so by contacting NYSED. If a correction to data is deemed necessary, NYSED will notify Contractor. Contractor agrees to facilitate such corrections within 21 days of receiving NYSED’s written request.</p>

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 privacy and security risks will be mitigated in a manner that does not compromise the security of the data:

Per our PRIVACY POLICY: Safeguards for Document Confidentiality

It is the policy of the Agency that all employees, volunteers, and contractors ensure confidentiality and privacy in regard to history, records, and discussions about individuals served. The very fact that an individual is served by the Agency must be kept private or confidential; disclosures can be made only under specified conditions and with the appropriate authorization of the individual, the individual's personal representative, or an appropriate Agency representative.

Each employee or contractor is granted access to PHI based on the assigned job functions of the employee or contractor. Such access privileges should not exceed those necessary to accomplish the assigned job function.

All records containing PHI or pertaining to individuals served must be maintained in a secure area at all times, including during hours of operation.

Employees or contractors are responsible for the safeguarding of information in their possession. No records may be left unattended or unsecured in a manner that will allow access by unauthorized parties.

Information stored in an office must be locked when authorized individuals are not in attendance and accessible to authorized personnel only.

Emails containing PHI must be exchanged using encrypted emails.

All fax transmissions must include a cover memo including the name and phone number of both the sender and the recipient. All cover memos must include a confidentiality statement.

Employees or contractors who transmit confidential PHI should confirm receipt of the information by the recipient.

Employees and contractors must report the loss or destruction of any records to the supervisor immediately upon loss or destruction. Corporate Compliance will be notified immediately.

Encryption	Data will be encrypted while in motion and at rest.
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Contractor's Name	People Inc. d.b.a. Deaf Access Services
Signature	<i>Rhonda Frederick</i>
Printed Name	Rhonda Frederick
Title	President and CEO
Date	<i>11/10/2020</i>