



CLAIBORNE PARISH SCHOOL DISTRICT STUDENT PRIVACY ACT CONTRACT PROFILE FORM

VENDOR PROFILE:	<p>BUSINESS NAME</p> <input type="text"/> <p>BUSINESS STRUCTURE</p> <p>BUSINESS ADDRESS</p> <input type="text"/> <p>Street Address City State Zip Code</p> <p>CONTACT PERSON</p> <input type="text"/> <p>TELEPHONE NUMBER FAX NUMBER EMAIL ADDRESS</p> <input type="text"/> <input type="text"/> <input type="text"/> <p>TYPE OF PRODUCTS/SERVICES PROVIDED</p> <input type="text"/>
DATA ELEMENTS AUTHORIZED TO BE TRANSFERRED:	
INTENDED USE OF INFORMATION:	
PRIMARY POINT OF CONTACT:	<p>Please direct all inquiries about this contract to:</p> <p>CPSB CONTACT PERSON</p> <input type="text"/> <p>TELEPHONE NUMBER EMAIL ADDRESS</p> <input type="text"/> <input type="text"/>

Claiborne Parish School District Contract Addendum

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The vendor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection for these systems. Vendor agrees to protect and maintain the security of the stat with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requester for the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of the protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, vendor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to Claiborne Parish or any individual identified with the data or information in vendor's custody.

Vendor agrees that any and all Claiborne Parish personally identifiable student data will be stored, processed, and maintained solely on designated servers and that no Claiborne Parish data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the vendor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within that states, districts, and territories of the United States unless specifically agreed to in writing by a Claiborne Parish employee with signature authority.

Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of vendor. As required by Federal and State law, vendor further agrees that no data of any kind shall

be revealed, transmitted, exchanged or otherwise passed to other vendors or interested parties.

Vendor agrees that, as required by applicable state and federal law, auditors from state, federal, Claiborne Parish, or other agencies so designated by the School System, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and the Claiborne Parish during normal working hours for this purpose.

Vendor agrees to comply with the Louisiana Database Breach notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification.

The vendor agrees that upon termination of this Agreement it shall return all data to Claiborne Parish in a useable electronic form, and erase, destroy, and render unreadable all Claiborne Parish data in its entirety in a manner that prevents its physical reconstruction through the use of comply available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of Claiborne Parish, whichever shall come first. Notwithstanding the foregoing, any data stored in vendor's disaster recovery back-ups shall be purged and destroyed in accordance with vendor's disaster recovery plan.

Vendor and Claiborne Parish acknowledge that unauthorized disclosure or use of the protected information may irreparably damage Claiborne Parish in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give Claiborne Parish the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Vendor hereby waives the posting of a bond with respect to any action for injunctive relief. Vendor further grants Claiborne Parish the right, but not the obligation, to enforce these provisions in vendor's name against any of vendor's employees, officers, representatives, agents, contractors, and subcontractors violating the above provisions.

Vendor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

Vendor is permitted to disclose confidential information to its employees, authorized subcontractors, agents, consultants, and auditors have written confidentiality obligations to vendor and Claiborne Parish.

The confidentiality obligations shall survive termination of any agreement with vendor for a period of five (5) years and will inure to the benefit of Claiborne Parish

This contract addendum incorporates by reference and amends the prior agreement or contract between The Claiborne Parish or individual school(s) and Blackboard number 774997, dated July 1, 2014 and is effective as of _____.(date)


Authorized Representative Signature


Authorized Representative Signature

Tess Frazier
Authorized Representative Name (please print)

Janet Holland
Authorized Representative Name (please print)

Vice President
Title

Technology Supervisor
Title

Blackboard Inc.
Company

Claiborne Parish School District
Company

1/16/2015
Date

01/16/15
Date