



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 Summit Center (“Summit”) 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	<i>Lincoln Archives</i>
Description of the purpose(s) for which Contractor will receive/access PII	<i>Picks up, stores, and retrieves hard copy data for The Summit Center, Inc.</i>
Type of PII that Contractor will receive/access	Check all that apply: <input checked="" type="checkbox"/> Student PII <input type="checkbox"/> APPR Data
Contract Term	Auto renewal
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) <input type="checkbox"/> Contractor will not utilize subcontractors. <input checked="" type="checkbox"/> Contractor may utilize subcontractors.
Data Transition and Secure Destruction	Upon expiration or termination of the Contract, Contractor shall: Return or destroy all PII
Challenges to Data Accuracy	Parents, teachers or principals who seek to challenge the accuracy of PII will do so by contacting Summit. If a correction to data is deemed necessary, Summit will notify Contractor. Contractor agrees to return information so that Summit facilitate such corrections within 21 days of receiving Summit’s written request. Note: Lincoln Archives stores the information. They are not responsible for the contents.
Secure Storage	Please describe where PII will be stored and the protections taken to ensure PII will

<p>and Data Security</p>	<p>be protected: (check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using a cloud or infrastructure owned and hosted by a third party. <input type="checkbox"/> Using Contractor owned and hosted solution <input checked="" type="checkbox"/> Other: Lincoln Archives stores paper records only for Summit. <p>Please describe how data security and privacy risks will be mitigated in a manner that does not compromise the security of the data:</p> <p><i>Lincoln Archives uses secured vehicles and bonded personnel to pick up and deliver documents. Lincoln Storage is a HIPPA compliant and highly secure. All storage vaults are locked at all times. Each vault requires the use of one of the following: a key, key card, key punch security code or key fob to gain access. Visitors must use a lobby phone to call our office for escort through a security door to our reception area. There are two more locked security doors to get to any storage vault. All building and perimeter areas are monitored and recorded via our video surveillance system. No one gets near or inside the building without being seen and recorded.</i></p>
<p>Encryption</p>	<p>(N/A)</p>