

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

Pursuant to Education Law § 2-d and 8 NYCRR 121.3, the Educational Agency, Gateway-Longview, Inc. ("EA"), is required to post information to its website about its contracts with third-party contractors that will receive Personally Identifiable Information (PII).

<b>Name of Contractor</b>	Rupp Baase Pfalzgraf Cunningham, LLC.
<b>Description of the purpose(s) for which Contractor will receive/access and/or use PII</b>	To represent the EA in two matters.
<b>Contract Term</b>	Contract Start Date: 10/25/21 Contract End Date: Until completion of the matters
<b>Subcontractor Written Agreement Requirement</b>	Contractor will not utilize subcontractors without a written contract that requires the subcontractors to adhere to, at a minimum, materially similar data protection and security obligations imposed on the contractor by state and federal laws and regulations (e.g. Family Educational Rights and Privacy Act; New York Education Law Section 2-d), and the Contract that is by and between the Contractor and EA.
<b>Data Transition and Secure Destruction</b>	Upon expiration or termination of the Contract, Contractor shall: <ul style="list-style-type: none"> <li>• Securely transfer PII to EA, or a successor contractor at the EA's option and written discretion, in a format agreed to by the parties.</li> <li>• Securely delete and destroy all PII consistent with the contract that is by and between the Contractor and EA.</li> </ul>
<b>Challenges to Data Accuracy</b>	Parents, students and eligible students, 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.

<p><b>Secure Storage and Data Security</b></p>	<p>Please describe where student, eligible student, teacher or principal data will be stored and the protections taken to ensure this data will be protected: (check all that apply)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Using a cloud or infrastructure owned and hosted by a third party.</li> <li><input checked="" type="checkbox"/> Using Contractor owned and hosted solution</li> <li><input checked="" type="checkbox"/> Other:</li> </ul> <p>Please describe the security protections taken to ensure the protection of student, eligible student, teacher or principal data and how data security and privacy risks will be mitigated in a manner that does not compromise the security of the data:</p> <p>Access control measures are in place to ensure information is only accessed by those who are authorized. Third-party vendors are vetted and audited yearly. Third-party vendors do not have access to any sensitive information within the firm's system.</p>
<p><b>Encryption</b></p>	<p>Student, eligible student, teacher or principal data will be encrypted while in motion and at rest.</p>