



Administration Building
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Release and/or Sharing of Student Data Form

Third-Party Contractors requesting access to student data and/or teacher or principal data ("data") must complete this form to ensure the confidentiality and security of data as required by Board of Education policy and all applicable local, state, and federal laws. Attach addendums to the questions if more space is needed

Contractor/Company Name McGraw Hill LLC
Representative Name and Title Lavonne Patane, Sales Representative
Contractor Phone Number (585) 441-4192

1. Describe the data that is being requested and/or stored:
We only collect the information we require to provide, maintain and improve the digital learning solution you use. When you register, or are registered within one of our digital learning solutions, we typically only collect your name, school, instructor, class, and login information. However, once you begin using one of our solutions, we collect your input to questions, technical specifications, and other information about how you use the solution.

2. Exclusive purposes of the use of the data:
We only collect the information we require to provide, maintain and improve the digital learning solution you use.

3. Will any third-party subcontractors have access to the data? Yes No
If yes, how will you ensure that subcontractors, and any persons or entities that the third party subcontractor may share the data with, will abide by data protection and data security requirements?
Yes, certain functions are subcontracted to third party vendors. For example, a vendor develops assessment tools that are integrated into our assessment engine. MHE requires that all of MHE's third party vendors are contractually bound to comply with MHE's security and confidentiality obligations to its customers and all applicable student privacy laws.

4. What happens to the data upon expiration of the agreement or relationship with the District?
Data is currently retained indefinitely, however, we have the ability to properly delete data, if requested by customer in writing, at any time. McGraw-Hill will work with you to determine a solution for your needs. We are working to implement a process for de-identifying users after three years of inactivity across our platforms.

5. How would a parent, student, eligible student, teacher or principal challenge the accuracy of the data that is collected or stored?
Please refer to our Privacy Center for details on how to challenge data collected or stored in our systems: https://www.mheducation.com/privacy.html. To exercise any of your data subject rights, you should fill in a Data Request Form or contact McGraw Hill's Local Privacy Official.

6. Describe where the data will be stored so as to protect data security and the security protections that will be taken to ensure such data will be protected, including whether such data will be encrypted and if so, how?
McGraw-Hill maintains two geographically separate data centers (East Windsor, NJ and Secaucus, NJ) which are interconnected via high speed private links. McGraw-Hill utilizes the most up-to-date security systems and 24/7 monitoring. McGraw-Hill also has very strict internal processes to safeguard customers' data, and all applications are built in compliance with federal regulations including FERPA

Authorized Signature Date February 11, 2020

FOR DISTRICT USE ONLY

Date Received 2/11/2020
Received By JEM