



PSD Digital Vendor Security Requirements 2022 F2

VENDOR INFORMATION

Company Name:	_____	Phone:	_____
Address:	_____		_____
	_____		_____
Authorized Representative:	_____	Email:	_____

MANDATORY SECURITY REQUIREMENTS

Providers will store and process Data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to secure Data from unauthorized access, disclosure, and use. Provider will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Provider will also have a written incident response plan, to include prompt notification of the district within 48 hours in the event of a security or privacy incident, as well as best practices for responding to a breach of PII.

Providers must attach copy of incident response plan to this document.

STUDENT PRIVACY

1. The term "Data" shall include all Personally Identifiable Information (PII) and other non-public information. Data include, but are not limited to, student data, metadata, and user content.
2. Providers may use de-identified Data for product development, research, or other purposes. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to: name, ID numbers, date of birth, demographic information, location information, and school identification. Furthermore, providers shall agree to not to attempt to re-identify de-identified Data and not to transfer de-identified Data to any party unless that party agrees not to attempt reidentification.
3. Provider will not use any Data to advertise or market to students or their parents.
4. Provider will not change how Data are collected, used, or shared in any way without advance notice to, and consent from, the Puyallup School District.
5. Provider will only collect Data necessary to fulfill its duties as outlined in its agreement with the district.
6. Provider will use Data only for the purpose of fulfilling its duties and providing services, and for improving services to the district as allowable by this agreement.
7. Provider is prohibited from mining Data for any purposes other than those agreed to by the district. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.

8. The district understands that providers will rely on one or more subcontractors to perform services. Providers shall agree to share the names of these subcontractors with the district upon request. All subcontractors and successor entities of the provider will be subject to the terms of this regulation.

9. Provider will ensure that all Data in its possession and in the possession of any subcontractors, or agents to which the provider may have transferred Data, are destroyed or transferred to the district under the direction of the district when the Data are no longer needed for their specified purpose, at the request of the district.

10. Provider agrees that all rights, including all intellectual property rights, shall remain the exclusive property of the district, and that any provider has a limited, nonexclusive license solely for the purpose of performing its obligations to the district. The district, our staff and our students do not give any provider or service any rights, implied or otherwise, to Data, content, or intellectual property, except as expressly stated.

11. Any Data held by a provider will be made available to the district upon request by the district.

Agreement

Provider agrees to comply with all PSD regulations as stated in Policy 2022 and Regulation 2022R.

APPROVAL

	Signature	Date
Provider Representative and Title		
EdTec Executive Director		