

DATA PRIVACY AND SECURITY PLAN

EDGE Document Solutions, LLC (“EDGE”) acknowledges that it has the following obligations under state and federal laws with respect to sensitive student data received from participating school districts and organizations.

Commitment to Data Security

The exclusive purpose for which EDGE would require access to shared student data is to display district and state-based assessments, as well as other student related documents via each individual district’s Student Management system parent portal via our services, Portfolio(+)/webEDGE and Report(+).

EDGE shall maintain the confidentiality of shared student data in accordance with applicable state and federal laws as well as the participating school district’s policies on data security and privacy. All shared student data transferred to EDGE by a participating school district will be stored in electronic format on dedicated servers located within the United States of America. The measures that EDGE will take to protect the privacy and security of the shared data while it is stored on these dedicated servers are those associated with industry best practices including but not limited to disk encryption, file encryption, firewalls, and password protection. The encryption technology used to protect data uses technology or methodology specified by the secretary of the US Department of HHS in guidance issued under P.L. 111-5, Section 13402 (H) (2), or any other technology or methodology specifically authorized by applicable statute, regulation or state education departments.

At no time will shared student data transferred to EDGE by a participating school district be used for any purposes other than those explicitly authorized in the agreement between EDGE and the district; including the sale of data or the release of data for commercial or marketing purposes.

EDGE Employee and Subcontractor Privacy Policy

EDGE restricts access to shared student data to those employees and subcontractors who require access to perform programming and development functions to allow our programs to be implemented and run as required. The employees are subject to strict contractual security standards and confidentiality obligations. They are subject to disciplinary action or termination if they do not meet these obligations.

EDGE shall insure that to the extent it comes into possession of shared student data, it will only share that data with authorized employees and subcontractors who are contractually bound to observe the same obligations to maintain data privacy and security as EDGE.

EDGE Physical Safeguards

EDGE shall maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality, and integrity of personally identifiable student information in its custody.

EDGE shall insure to not disclose any personally identifiable information to any other party who is not an authorized representative of EDGE, unless:

(1) the parent or eligible student has provided prior written consent

(2) the disclosure is required by statute or court order, and notice of the disclosure is provided to the source of the information no later than the time of disclosure, unless such notice is expressly prohibited by the statute or court order.

If there is a data breach affecting the shared student data, EDGE will comply with the data privacy and security policies of the participating school districts, including any relevant legal or regulatory notification requirements.

Provisions for Data Accuracy

Shared Student Data transferred to EDGE by any participating school districts will be verified for accuracy prior to printing or publication on the parent portal. If the accuracy of such data is questioned after publication by a parent, student, eligible student, teacher, or principal, the data will be removed from the parent portal until it can be determined by the participating school district of its accuracy.

Provisions upon Expiration of Agreement

Upon expiration of any Agreement between EDGE and the participating school district or organization, EDGE will securely delete all copies of the data remaining in the possession of EDGE or its subcontractors (including all electronic imaging of the shared data). EDGE agrees that neither it nor its subcontractors will retain any copy, summary or extract of the shared data or any related work papers on any stored medium whatsoever. Upon request, EDGE will provide a certification the requirements of this paragraph have been satisfied in full.

Privacy Contact Information

EDGE acknowledges that individual contractual policies and plans may be necessary to ensure compliance with the school district's responsibilities under state and federal laws. Our policies will continue to be amended on this web site as necessary. To request individual privacy policies between EDGE and your organization, please contact:

Benjamin Bickham
EDGE Document Solutions, LLC
5150 Decatur Blvd., Suite D
Indianapolis, IN 46241
bbickham@edgedocllc.com
(317) 396-9012