

Data Privacy Procedures and Software/Licenses Purchasing:

In order to be compliant with the new ED-2 laws, all software or licenses that will need to be purchased must be approved by the District's Data Privacy Officer (DPO). The District's DPO is Ron Velez. A Data Privacy Agreement will need to be signed by the vendor approving the vendor's plan on protecting all data that has been collected on the students/teachers of WPCSD. If you are not sure if the software will collect data, please email Ron for confirmation.

Purchasing of Software/Licenses Procedures:

- Check to see if available through BOCES. Please note: All software or licenses to be purchased must first be checked to see if it can be purchased through Southern Westchester BOCES. If you can purchase what is needed through BOCES, then the ED-2 law requirements for Data Privacy will be met and you will not need to follow the below procedures.

If you are **unable to purchase** the software/licenses through SW BOCES:

- Upon receipt of vendor quote and prior to any requisition for software or licenses, the vendor must fill out and sign a Data Privacy Agreement and send it to Ron for approval. If a teacher is requesting the software purchase or license purchase, the Principal or Department Coordinator must approve the purchase prior to sending to Ron.
- Ron will approve the Data Privacy Agreement and stamp it approved. If he has any questions regarding what the vendor has written on the agreement, he will contact the vendor and discuss it with them. If the vendor has any questions regarding the Data Privacy Agreement, then they should email Ron directly.
- Attach the approved Data Privacy Agreement to the requisition. If it is not attached, the requisition will be disapproved and sent back to the requisitioner.
- If Ron does not approve the signed agreement, then you will not be able to purchase the software or licenses using that vendor.
- If the vendor does not want to fill out and sign the agreement, then you will not be able to purchase from the vendor.
- Once the requisition has been converted to a purchase order, the Data Privacy Agreement will be signed by the District's Assistant Superintendent for Business and attached to the po for a complete audit trail. If the vendor requests a copy, it can be emailed to them.