

Waterloo Region District School Board - Software Privacy and Security Standards

PRIVACY and SECURITY STANDARDS: MANDATORY – The following items are mandatory privacy and Security Standards required to provide Software to the Waterloo Region District School Board (the “Board”).

1.0 Accountability and Responsibility

1.1 I/We acknowledge our responsibility to comply with Ontario/Canadian privacy legislation.

2.0 Data Collection

2.1 I/We will collect personal information only as defined in the agreement and authorized by the board.

2.2 I/We acknowledge they are the trustees of the data; the data is owned by the board.

2.3 I/We must notify users when cookies are used as part of the provided service.

2.4 I/We must not use tracking cookies (i.e., cookies for 3rd parties and targeted advertising).

3.0 Data Use, Disclosure, and Retention

3.1 I/We may only use the data for the purpose(s) defined by the agreement/board, and for no other purpose.

3.2 I/We disclose all third party data processors, subcontractors and services they employ along with the specific data elements involved and what protections/assurances are in place. This requirement is ongoing. I/We must notify the board of any changes or new third parties prior to making changes.

3.3 Where requested by the board, I/We agree to the transfer of data upon completion of the term of the contract or upon the dissolution of the contract to ensure there is no interruption of service.

3.4 I/We retain data for a period as determined by the board (indefinite retention is not acceptable) and agrees to securely dispose of data at the end of the prescribed retention period as verified by a certificate of destruction.

3.5 I/We ensure data collected is kept secure and separate from the data of other customers.

4.0 Security

- 4.1 I/We perform regular audits and threat risk assessments and will make available audit results upon request.
 - 4.2 The Board reserves the right to audit data security practices.
 - 4.3 I/We have a breach response protocol in place and will submit a copy upon request.
 - 4.4 I/We will notify the Board in the event there is a data breach and will require all third parties to notify the us and the Board in the event of a breach of board data.
 - 4.5 I/We will notify the affected parties in the event there is a data breach.
 - 4.6 I/We will cooperate with the Board in the event of a regulatory investigation (i.e., breach investigation by the IPC).
 - 4.7 I/We will notify the Board when I/We change our security measures/practices.
 - 4.8 I/We confirm that the Board is indemnified against 3rd party claims.
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I/We agree that our software complies with all requirements noted in the Waterloo Region District School Board – Software Privacy and Security Standards.

I/We agree to provide all notices to the Board as they relate to the Waterloo Region District School Board – Software Privacy and Security Standards.

I/We have the authority to bind the company.

Company name: _____

Per: _____

Name: _____

Title: _____

Date: _____

Please return signed copy to: Procurement@wrdsb.ca.