

Sample Language for LEAs Communicating with Vendors

Dear Vendor Partner

Thank you for having a comprehensive student privacy policy. As comprehensive as it is, since we are a school district in California, there are a few additional considerations we need to include including our laws AB1584 and SOPIPA.

[ENTER SCHOOL DISTRICT NAME] must verify and contract with our vendor partners in regards to the handling of student data by entities outside of our district, and ensuring that these entities are COPPA, FERPA, AB1584, and SOPIPA compliant, as applicable.

{Districts should have a contract in place with any vendor partners, before the sharing of data. The terms of such a contract come from (insert law) to help better explain to vendors – Districts are encouraged to have all contract vetted by their internal legal counsel before signing}

To ensure that our students are protected and that our district is complying with the appropriate laws governing student privacy, the management of pupil records, etc., we must sign a contract signed by all vendor partners, per Assembly Bill 1584(2014), before sharing any data.

[Attach the Data Privacy Agreement with the correspondence]

As a service provider, you can sign the attached data privacy agreement to define the privacy terms we, as partners, are agreeing to per the laws of California. From time to time, California districts share and collaborate on the details of procurement, we appreciate our vendor partners who handle student data privacy in a manner consistent with the laws and board policies we as a California K12 industry must comply with, thus we are eager to potentially partner with you under these terms and any others we may discuss per the laws.