



October 27, 2016

Manhattan Beach Unified School District
Information Technology Department
325 S. Peck Ave.
Manhattan Beach, CA 90266
Ms. Elva Alvarez, Systems Technician

Dear Ms. Alvarez:

We at ScholarChip understand that parents and school officials are increasingly concerned about the privacy of student data. We acknowledge that we have a serious responsibility to protect the confidentiality of the data that resides in our systems. Significant overlap exists between the concepts of data security and data privacy; thus our compliance program is designed to provide both, through an approach consisting of multiple layers of security controls.

ScholarChip systems are fully compliant with the Payment Card Industries Data Security Standard (PCI-DSS), and with the requirements outlined by the National Institute of Standards and Technology (NIST) in SP800-53 (commonly referred to as the FISMA standard). By meeting these comprehensive standards, we ensure data security through network architecture, software design, policies, procedures and other critical protective measures. Through a rigorous annual audit process, regular testing and constant monitoring, our systems are certified to meet the latest required standards governing the security of sensitive and confidential information.

Our systems have also been SSAE16 Type II audited, taking security control validation one step further. The PCI and FISMA audits validate that our current security and privacy controls are sufficient; the SSAE16 audit (formerly known as SAS70) additionally verifies that these controls have been operating effectively over an extended period of time. Our latest audit reports are included in the enclosed System Security Documents Manual, along with our security policies and test results.

Educational data housed in our systems is protected by the Family Education Rights and Privacy Act (FERPA). Personally identifiable information (PII) is protected under FERPA, PPRa, COPPA and other federal, state and local regulations. Our Privacy Policy strictly prohibits the sale of sensitive student data under any circumstances, or the unauthorized sharing of that data with other parties. Data is only used for the approved purposes specified in agreements between ScholarChip and the district.

At ScholarChip we take data privacy very seriously so that your staff, your students and their parents can feel confident and safe in using our systems. Should you have any questions regarding our security and privacy programs, please feel free to contact me.

Regards,

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are inaccurate or misleading. Students may ask the organization to amend an educational record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the organization decides not to amend the record as requested by the student, the organization will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the organization in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by ScholarChip to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

3.2.2 – POSTED PRIVACY STATEMENT

The following statement is posted on ScholarChip websites to inform users of our Data Disclosure policy:

ScholarChip's Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used.

The Information We Collect

This notice applies to all information collected or submitted on <https://payserv.scholarchip.com> and <https://paypage.scholarchip.com>* website. In order to process your transaction and allow you to manage your account information and transaction history, personal information collected may include name, address, phone number, email address, credit / debit card and/or bank account information. We do not sell or share this identifiable information with anyone for any purpose. Our sole purpose is to collect this information to complete your transaction. The information collected is shared with parties only to the extent necessary to complete your transaction.

ScholarChip's Commitment To Data Security

We are committed to safeguarding your security. To guarantee that the information submitted on our website remains absolutely secure and confidential, we use industry-standard hardware and software in combination with authentication and certification by third parties and we also encrypt all sensitive information and financial data. We also conform to the highest levels of the Payment Card Industry (PCI) security standards

* substitute appropriate site name(s) here