

## Data Security Information for EOS Partners

Thank you for choosing to work with Equal Opportunity Schools (EOS) as a part of the AP/IB Equity & Excellence Project. Through our shared work we will ensure that high schools in your district belong to the 1% of schools nationwide that provide fully equitable, high-quality Advanced Placement and International Baccalaureate Programs. As part of the partnership, EOS and your district have agreed to share data<sup>1</sup>. To that end, EOS observes several protective and cautionary measures for managing and securing client data, included but not limited to the following:

- Use of a secure web portal application with secure individual user logins<sup>2</sup>
- A user account role/privilege infrastructure that protects clients' data and restricts access to client data:
  - Only EOS employees who have received security clearance and signed an acknowledgment of FERPA compliance requirements are authorized to access client data. These users have signed confidentiality agreements and only have access to data for the purpose of creating and validating EOS products, services, and tools
  - Other users, such as district partners, may access a portion of the portal that is "one way", meaning the users can only upload data, but may not see any data
  - School Principals can access the portal. Once they are cleared for portal use they will see only what is relevant to their building (site level data focused on student recruitment). The Principal will never be able to see FRL information on students via the EOS Portal or on any deliverables EOS provides to the schools
- Portal sessions expire after 30 minutes of inactivity to protect client data
- Portal users are forced to login for every new session (there is no option to save passwords or "remember my log-in")
- All portal activity and data uploads are encrypted using SSL
- All data files are encrypted when stored on Amazon S3<sup>3</sup>

If you have any additional questions, please do not hesitate to ask your data contact. Thank you!

<sup>1</sup> Specifics about this agreement can be found in our Memorandum of Understanding with your district. Please contact your EOS contact if you would like to review that document.

<sup>2</sup> For more information on application hosting provider, visit: <https://www.heroku.com/policy/security>.

<sup>3</sup> For more information on Amazon S3's security policies, visit: <http://aws.amazon.com/security>.