

CAREER CRUISING DATA SHARING AGREEMENT

**ADDENDUM TO
TERMS OF USE AGREEMENT FOR CAREER CRUISING SUBSCRIPTION SERVICES**

Service Provider and the Subscriber both acknowledge that in the pursuance of the services hereunder, Service Provider may have access to Subscriber's Confidential and personally identifiable information, including that derived from student education records ("Student Information"). Service Provider agrees to respect such confidentiality and implement policies and practices to keep such information confidential. Service Provider shall maintain student information it may hold for and on behalf of the Subscriber (for the primary purpose of providing the Services described in the Career Cruising Terms of Use Agreement) in accordance with the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g(a)(4)(A)(ii), 1232g(b)(1) and Personal Information Protection and Electronic Documents Act ("PIPEDA"), S.C. 2000, c. 5.

Student information provided to Service Provider will be disclosed within Service Provider only to employees of Service Provider who have a legitimate educational interest in maintaining the data for uses authorized in this agreement. Service Provider employees will be deemed school officials for the purpose of access to personally identifiable information derived from student education records only if (i) they have a legitimate interest in maintaining the data for the express purposes of providing the Service under this agreement; and (ii) personally identifiable information derived from students' education records and maintained by Service Provider will not be further disclosed to third parties, except as authorized by the Subscriber or by this agreement, and subject to the conditions of FERPA and PIPEDA.

Service Provider will protect student information provided by the Subscriber from further disclosure, and will maintain systematic firewalls to ensure that such personally identifiable information obtained from the Subscriber is shared only with that Subscriber, except pursuant to authorization by the Subscriber or for contemplated service activities authorized herein.

Subscriber may review Service Provider practices to maintain the confidentiality to student information, consistent with this agreement after submitting a written request to Service Provider.

Service Provider will notify the Subscriber of third party requests for disclosure of student information. Actual disclosures of such information to third party organizations must be pre-authorized by the Subscriber, which shall be responsible for maintaining a record of the request or disclosure with the records of each student, and providing the record to parents upon request, as required by 34 CFR 99.32.

SERVICE PROVIDER:

SUBSCRIBER:

CAREER CRUISING

By: 

By: _____

Katie Lutes
Director of Integration Services
10/31/2014