



**SCHOLARHIP FOR EDUCATIONAL  
EXCELLENCE PROGRAM (SSEEP) MONITORING  
EISNERAMPER DATA SHARING AGREEMENT**

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WHEREAS, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and its implementing regulations codified at 34 C.F.R 99. 1 et seq. and La. R.S. 17:3914 make personally identifiable student information and other student level data in education records confidential and, subject to certain exceptions, prohibit the disclosure of such information to third parties and impose penalties, including criminal penalties, for unauthorized disclosures of such data to third parties,

WHEREAS, FERPA and its implementing regulations allow for an educational agency or institution to share personally identifiable student-level data with contractors performing work on their behalf,

WHEREAS, the Louisiana Department of Education (hereinafter referred to as "State") and EisnerAmper (Formerly Postlethwaite & Netterville) (hereinafter referred to as "Contractor") have entered into a contractual arrangement, pursuant to which Contractor will provide the services to State.

WHEREAS, the State and Contractor do enter into this Agreement subject to the terms and conditions as specified herein pertaining to the student-level data provided to the Contractor for the 2023-2024 school year audit and the terms of this agreement shall apply to all data received by the Contractor in connection with the 2023-2024 School Year Audit.

## **1. Purpose of the Disclosure**

Contractor agrees to collect and use any data disclosed to it pursuant to this Agreement solely for the purposes of providing services to the State. The contractor will provide Agreed-Upon Procedures Engagements for the nonpublic schools participating in the Scholarship for Educational Excellence Program (SSEEP). This work is designed to assist the State in monitoring each of the specific non-public schools for compliance with the limits and requirements of the program and is limited to data pertaining to students identified as potentially dually enrolled in both the scholarship program and in public school.

## **2. Data**

The State agrees to provide Contractor with the following student-level data solely for the purposes of providing services to the State as stated above.

- Quarterly SSEEP Student Enrollment Rosters including:
  - Student Name
  - Date of Birth
  - Grade
  - SSEEP Enrolled Site Name/Sitecode
  - Prior Public School Enrolled Name/Sitecode



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- Public School Entry & Exit Dates
- Tuition and Fees Allocations

The State reserves the right to withhold any of the foregoing data if the State determines, in its sole discretion, that disclosure of such data would violate any provision of state or federal law.

### **3. Confidentiality**

This Agreement is entered into by Contractor and the State in accordance with the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232(g), et seq., (FERPA) and La. R.S. 17:3914. Contractor hereby acknowledges that all documents which include personally identifiable information contained in or derived from a student's education records are deemed confidential pursuant to FERPA and La. R.S. 17:3914 and will not be disclosed by Contractor to any third party. Nothing in this provision shall preclude the Contractor from subcontracting with third parties to perform work contemplated herein; however, the Contractor is responsible for ensuring that any such subcontractor(s) adhere to, and agree to be bound by, all provisions of this agreement, and that any contract with such subcontractor(s) shall explicitly make such subcontractor subject to the audit provisions contained herein.

Contractor shall retain the original version of the data at a single location and shall not make a copy or extract of the data available to anyone except personnel who have a need for the data to perform the services referenced in this agreement. Contractor shall maintain the data in hard copy or electronic form, in an area that has limited access only to Contractor's authorized personnel. Contractor shall not permit removal of the data from the limited access area. Contractor will ensure that access to the data maintained on computer files or databases is controlled by password protection. Contractor shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals. Contractor shall maintain all printouts, discs, or other physical products containing student-level data in locked cabinets, file drawers, or other secure locations when not in use. Contractor shall destroy the data provided to Contractor, including all copies, whether in electronic or hard copy form, when the services are completed or this Agreement is terminated, whichever occurs first.

### **4. Restrictions on Use**

Contractor shall not use the data for any purpose not expressly permitted in this Agreement without the prior written approval of the Louisiana State Superintendent of Education. Contractor cannot disclose any document, whether in hard copy or electronic form, or otherwise disclose to any third party any student-level data or information in any form whatsoever or under any circumstances which would directly or indirectly makes a student's identity easily traceable.



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Nothing in this provision shall preclude the Contractor from subcontracting with third parties to perform work contemplated herein as described in the foregoing section.

Any questions by Contractor regarding the implementation of this Agreement shall be directed to:

Laura Boudreaux  
Director of Research and Data Privacy  
Louisiana Department of Education  
1201 North Third Street  
Baton Rouge, LA 70803  
225-219-7368  
[laura.boudreaux@la.gov](mailto:laura.boudreaux@la.gov)

## **5. Indemnification**

Contractor shall defend, indemnify and hold harmless the State and any and all of the State's directors, officers, officials, employees, agents, and representatives against and from any and all costs, expenses, damages, injury or loss, including reasonable attorney's fees arising out of third party claims, including claims from impacted students and teachers, as a direct result of any disclosure of data by the Contractor or Contractor's subcontractor.

## **6. Ownership**

Any records, reports, documents, materials, and/or products created or developed by Contractor with the data provided under this Agreement shall be the property of the State. Any work undertaken by Contractor pursuant to this Agreement shall be work made for hire, and the contractor hereby transfers and assigns to the State any intellectual property rights, including but not limited to the copyright of any records, reports, documents, materials or products created or developed by Contractor in connection with the performance of this Agreement. No records, reports, documents, materials or products created or developed under this Agreement can be distributed free or for profit without explicit written approval from the State Superintendent of Education.

## **7. Audits**

Pursuant to in La. R.S. 17:3914, the Contractor shall permit the State or its authorized representatives to carry out security or audit checks pertaining to Contractor's security and usage of PII. Contractor shall cooperate with the State. The State or its authorized representatives shall have access at all reasonable times on working days during working hours at Contractor's



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business premises to Contractor's employees, together with records, books and correspondence and other papers and documentation or media of every kind in possession of Contractor and Contractor's employees pertaining to this Agreement that are necessary for the State to carry out such security and audit checks. The State or its authorized representatives shall have the right to reproduce and/or retain copies at its expense of any of the aforementioned information and documents.

## **8. Security Breach**

As used in this Agreement "Security Breach" means any act or omission that compromises either the security, confidentiality or integrity of personally-identifiable student information or the physical, technical, administrative or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality or integrity of PII, or (ii) receipt of a complaint in relation to the privacy practices of Contractor or a breach or alleged breach of this Agreement relating to such privacy practices.

Contractor shall take commercially reasonable steps and best efforts, in accordance with industry standards, to prevent security breaches. Contractor shall also take commercially reasonable steps, in accordance with industry standards, to immediately remedy any security breach and prevent any further security breach at Contractor's expense in accordance with standard industry practices and applicable law.

Contractor shall: (i) provide the state with the name and contact information for an employee of Contractor who shall serve as the State's primary security contact and shall be available to assist State twenty-four (24) hours per day, seven (7) days per week as a contact in resolving issues and fulfilling obligations associated with a security breach; (ii) immediately notify State in writing of a security breach after Contractor becomes aware of it; and

Immediately following Contractor's notification to the State of a security breach, Contractor and the State shall coordinate with each other to investigate the security breach. Contractor agrees to fully cooperate with State in State's handling of the matter, including, without limitation: (i) assisting with any investigation; (ii) providing the State with physical access to the facilities and operations affected; (iii) facilitating interviews with Contractor's employees and others involved in the matter; and (iv) making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law or industry standards and as otherwise required by the State and (v) providing any notices to persons or organizations affected by the security breach as required by law and as required by the State.

## **9. Liaison Officials**

The State's liaison and the Contractor's liaison for the implementation of this Agreement and for



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receipt of all notices or other communications required or permitted under this Agreement is:

Laura Boudreaux  
Director of Strategic Research and Privacy  
Louisiana Department of Education  
1201 North Third Street  
Baton Rouge, LA 70803  
225-219-7368  
[laura.boudreaux@la.gov](mailto:laura.boudreaux@la.gov)

Thomas Naquin, Partner  
EisnerAmper (Formerly Postlethwaite & Netterville)  
8550 United Plaza Blvd. Suite 1001  
Baton Rouge, LA 70809  
225-922-4600  
[tnaquin@pncpa.com](mailto:tnaquin@pncpa.com)

## **10. Term of Agreement**

This Agreement shall begin on January 8, 2024 and shall terminate on June 30, 2025. The effective date of this Agreement may be extended only if an amendment to that effect is duly executed by the parties and approved by the necessary authorities prior to said termination date. If either party informs the other that an extension of this Agreement is deemed necessary, an amendment may be prepared by one party for appropriate action by the other party.

## **11. Termination for Convenience**

The State may terminate this Agreement at any time by giving Contractor written notice of such termination.

## **12. Assignment of Contract**

Contractor shall not assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the State.

## **13. Jurisdiction, Venue and Governing Law**

Exclusive jurisdiction and venue for any and all suits between the State and Contractor arising out of, or related to, this Agreement shall be in the 19<sup>th</sup> Judicial District Court, Parish of East Baton Rouge, State of Louisiana. The laws of the State of Louisiana, without regard to Louisiana law on



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conflicts of law, shall govern this Agreement.

14. Survival

Contractor’s obligation under Clauses 1, 3, 4, 5, 6, and 13 shall survive expiration and/or termination of this Agreement. Contractor’s obligations under Clauses 7 and 8 shall survive expiration and/or termination of this Agreement until Contractor has fully complied with its obligation to destroy data as set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date noted below.

DocuSigned by: Cade Brumley 2/21/2024
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Dr. Cade Brumley
State Superintendent of Education
DS
KB

DocuSigned by: Thomas Naquin
D6EB63E4BB104C3...
Thomas Naquin
Partner
EisnerAmper (Formerly Postlethwaite & Netterville)