

Data Confidentiality/Security Agreement
Between the AGENCY and the RESEARCHER for the Purpose of REASON

The following represents the terms and conditions granting the research staff of the RESEARCHER access to the data obtained from the AGENCY for purposes of conducting research.

1. Data received from AGENCY shall be treated as private, confidential information. Data shall not be copied or reproduced for sources outside the RESEARCHER in any manner without prior permission of the AGENCY. Data shall not be furnished to any other agency or individual unless permission is first received from the AGENCY.
2. Data containing, or which could lead to, the identity of specific research subjects is strictly confidential and shall not be disclosed in any manner.
3. Any and all reports produced utilizing data obtained under this agreement shall not contain individual names or other identifying information of any study subjects, nor shall information be reported in such a manner as to allow for identification of individual study subjects.
4. All data provided to the researcher shall be maintained securely. All data contained on disk, hard copy, etc. shall be maintained in a locked environment accessible only to the researchers and other parties that have signed the appropriate security agreements.
5. The transfer of data shall be by secure means. Data containing identifying information shall not be transmitted via email without being encrypted and password protected. Secure means transmission includes the mailing of data disk using companies such as Federal Express, which track shipments and require proof of delivery.
6. All data located in computer files shall be password protected with access limited to the researcher or other parties that have signed appropriate security agreements.

Agency Representative

Date

AGENCY

Researcher Representative

Date

RESEARCHER AGENCY