

**Confidential Data Request Application
Data Confidentiality and Security Agreement Form**

All principal and secondary investigators who will have access to the confidential data requested in the *Confidential Data Request Application* must sign this form and submit it with the Application.

I _____, as a principal or secondary investigator, agree to receive confidential data from the Michigan Department of Education (MDE) and/or the Center for Educational Performance and Information (CEPI), and to observe the following security provisions in transferring, storing, analyzing and reporting of the data.

1. Policy for data storage
 - a. The location of **all copies** of the data must be carefully tracked
 - b. The data must be stored where **only** the Confidential Data Request Application designed principal and secondary investigator(s) may access the data
 - c. Data files **must** remain secure throughout the duration of data storage

2. Policy for data usage
 - a. Data may be accessed **only** by the Confidential Data Request Application designed principal and secondary investigator(s)
 - b. Data **may not** be shared with any other individuals outside those designed as the principal and secondary investigator(s) in the Confidential Data Request Application
 - c. Data may be used **only** for analyses that respect privacy and confidentiality of all concerned parties including students, teachers, classrooms, schools, districts, intermediate school districts and the State of Michigan
 - d. Data may **only** be used for the purposes of answering the research questions and/or hypotheses presented in the Confidential Data Request Application
 - e. Publically available discussions, presentations and reports based upon the confidential data **may not** include information that would make it possible to identify a student, teacher, classroom, school, district, intermediate school district or the State of Michigan unless specific permission has been granted in writing to do so
 - f. Internal discussions and reports should protect the privacy, anonymity and confidentiality of all concerned parties if there is any reasonable possibility that the internal document may become publically available
 - g. Internal documents that contain any identifying information must clearly be marked "confidential—for internal use only"
 - h. Data will, at all times, adhere to the Family Educational Rights and Privacy Act (FERPA).

3. Policy for data disposal
 - a. The data **must** be destroyed in accordance with the date designated for destruction in the signed Confidential Data Request Application
 - b. If an extension on the data destruction deadline is needed, the Research Collaborative Internal Review Board **must** be contacted, in writing, to approve an extension
 - c. A certificate of destruction will be sent via US mail to the Research Collaborative Internal Review Board on the date of the data loan expiration

Signature of Investigator

E-mail and Phone Number

Date