



Access to Confidential Information

OP 10-03, Confidential Enterprise Information
Texas Education Agency - OPR: Information Services

Other Government Entity Agreement

SECTION I: Requester Information and Purpose of Request

Requester Name Title

Organization

Address

Phone # E-mail Address

I am requesting access to confidential information for the following limited purpose:

This request falls under the following FERPA exception.

SECTION II: Data Specifications

Type of Data Years Level

Population

Data Elements (Attach an additional sheet if necessary.)

Are you requesting student social security numbers, names, or birth dates? Yes No

If yes, explain why.

SECTION III: Agreement and Signatures

By signing this document I agree to the following:

- I will not permit access to confidential information to persons not authorized by the TEA.
- I will destroy the data according to the schedule submitted with this request.
- I will receive assurance from the manager of my organization's internal audit department that an annual test for compliance with this agreement will be performed and the findings reported to the TEA.
- I will maintain the confidentiality of the data.



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I have attached the following:

- Detailed procedures for protecting confidentiality that include the following:
 - assurances that only authorized persons will have access to the information
 - where the information, both electronic and paper, will be stored
 - how access is technically, physically, and administratively restricted to persons authorized to access the information
 - how access will be revoked when an authorized person no longer requires access to the data due to termination of employment or change in job responsibilities
- Specific procedures that authorized persons are required to follow in order to protect the data
- Procedures for how and the dates by which the internal audit reports will be submitted to TEA
- Procedures for how and the date by which the information will be destroyed or returned upon completion of the project and a copy of the statement that the manager of my organization's internal audit department will sign at project completion certifying that the data has been destroyed or returned and that there are no copies of the information

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC, Section 1232g, and implementing federal regulations found in 34 CFR, Part 99. FERPA is specifically incorporated into the Texas Public Information Act as an exception to information that is subject to disclosure to the public (Texas Government Code, Section 552.026). I understand that any personal characteristics of a student that could make the student's identity traceable, including membership in a group such as ethnicity or program area, are protected, and I will not release counts less than five.

In addition, I understand that any data sets or output reports that I or my authorized agents may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports which I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of sign-ons/ passwords.

I also understand that failure to observe these restrictions is a violation of Texas Government Code, Section 552.352 and that such conduct constitutes a misdemeanor offense of official misconduct.

_____ Date
Requester Signature

_____ Date
TEA Data Owner Signature

_____ Date
Signature of Requester's Manager

_____ Date
TEA Information Security Officer Signature

_____ Date
Signature of Manager, Internal Audit
Department of Requester's Organization

_____ Date
TEA Confidentiality Officer Signature