

<b>USOE Official IT Policies and Procedures</b>	
<b>Policy: Researcher Confidentiality and Use Agreement Regarding Microdata</b>	<b>Page: 1 of 2</b>
<b>Subject:</b>	<b>Data Modified: 10/13/08</b>
<b>Purpose:</b>	

Microdata means data about individual persons. In the context of education, it specifically means data about individual students and educators. In the context of educational research, use of microdata entails regarding the students and educators in question as human subjects entitled to all protections afforded by the ethical practice of science.

Confidentiality is one such practice. Confidentiality means managing personal information a subject has disclosed in a relationship of trust (for example, to obtain educational services or employment) in a way that protects the identity of the subject from inappropriate redisclosure and thus the subject from any potential harm that inappropriate use of microdata might cause. In the context of anonymized or deidentified data, confidentiality also implies that no effort will be made by the researcher to discover the identity of a subject. Any reporting done with these data must redact values from small case cell sizes, generally less than ten. Any public reporting must first be reviewed by the USOE.

I hereby affirm that I will maintain as strictly confidential microdata made available to me for research purposes by the Utah State Office of Education (USOE) and will not use the microdata for any purpose other than research. I will notify the USOE within 24 hours of any suspected violation of confidentiality, whether mine or anyone else's, whether intentional or accidental. I understand that a violation of this pledge will result in a material breach of contract and may subject me and the organization for which I work to prosecution under applicable laws.

I promise to provide the USOE with a copy of any published report I write based on research utilizing microdata I have obtained under this agreement. I understand that the USOE may publish annotated bibliographic information about my work but will not reproduce the report itself for distribution outside of the USOE without express written permission from the copyright holder.

If I receive personally identifiable information under commission by the USOE to perform research on its behalf, I will also strictly adhere to all additional relevant provisions of the confidentiality agreement set out in <http://www.schools.utah.gov/computerservices/Policies/USOEConfAgrmntAUP.pdf> for USOE employees.

\_\_\_\_\_  
Name of Principal Investigator (please print)

\_\_\_\_\_  
Organizational Affiliation

\_\_\_\_\_  
Email Address

<b>USOE Official IT Policies and Procedures</b>	
<b>Policy: Researcher Confidentiality and Use Agreement Regarding Microdata</b>	<b>Page: 2 of 2</b>
<b>Subject:</b>	<b>Data Modified: 10/13/08</b>
<b>Purpose:</b>	

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date