Confidentiality and Security Acknowledgment Form

All persons who seek access to confidential data supplied by MERI on behalf of the Michigan Department of Education (MDE) or Michigan’s Center for Educational Performance and Information (CEPI) must sign this form. Your signature acknowledges that you have read and understand the policies below.

Name: ________________________________ ☐ Investigator/Evaluator
☐ Data Manager/Coordinator

Affiliation: ________________________________

Project Name: ________________________________ Contract/ID #: _____________

Email: ____________________________ Phone: ____________________________

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 Authorized Researchers may access the data.
   c. Data files must remain secure throughout the duration of data storage. All data in storage and in transit must adhere to a minimum of 128-bit encryption.

2. Policy for data usage
   a. Data may be accessed only by Authorized Researchers.
   b. Data may only be used for the purposes of answering the approved research questions, hypotheses or evaluation/audit activities.
   c. Data analyses will respect the privacy and confidentiality of students, teachers, classrooms, schools, districts, intermediate school districts, colleges/universities and the State of Michigan (hereafter referred to as “concerned parties”).
   d. Public discussions, presentations and reports may not include information that would make it possible to identify a concerned party, unless permission has been granted in writing to do so.
   e. Internal discussions, presentations and reports will protect the privacy and confidentiality of all concerned parties if there is a possibility the document may become publicly available.
   f. Documents identifying concerned parties must be marked "confidential—internal use only."
   g. Authorized Researchers will always comply with the Family Educational Rights and Privacy Act (FERPA) provisions applicable to them (http://www2.ed.gov/policy/gen/reg/ferpa/index.html).

3. Policy for data disposal and reporting of results
   a. The data must be destroyed in accordance with the date designated for destruction.
   b. A data destruction certificate will be sent to MDE and CEPI by the destruction date.
   c. To extend the data loan, MDE and CEPI must be contacted, in writing, to approve.
   d. Preliminary or final results will be submitted to MDE and CEPI at least 30 days prior to public release.

_________________________________________  ____________________________
Signature                                     Date