

**Policy and Services Research Data Center  
Data Confidentiality Procedures**

The Policy and Services Research Data Center (PSRDC) maintains a number of databases that contain personal identifiers and other confidential information. It is important that we protect the privacy of the individuals who appear in data made available to us, thus anyone involved in a project which utilizes these files must follow the procedures outlined below to ensure that there is no breach of confidentiality. The data manager, \_\_\_\_\_, will assist data analysts in adhering to the following procedures and will be available to answer any questions regarding confidentiality of data.

A. Paper Copies of Data

1. Paper copies of client identifiers are never to be left unattended, even for brief periods of time and are to be kept in a folder when not being reviewed.
2. Any paper copies of client level data that contain identifiers are to either be kept in an appropriate locked area or shredded at the end of the day.

B. Electronic Data Files

1. All tapes, cartridges, diskettes, CDs, and DVDs (or other electronic media) containing personally identified data will be secured appropriately in a locked area.
2. Identified data will only reside on secured servers in the FMHI High Security Network. In special circumstances, identified data may reside temporarily on an authorized user's PC in the PSRDC as long as the PC is not left unattended (e.g., over night).
3. Access to specific electronic files containing personal identifiers will be granted, using the computer system privileging process, only to persons needing access to such files. Access privileges are not transferable, and personal access codes and passwords must not be shared.

C. No portion of any PSRDC data file is to ever be copied, extracted, or transferred to a computer outside of the PSRDC without the explicit and written consent of the Data Owner.

D. Data files will be erased and /or destroyed when they are no longer needed. At the conclusion of a research project data files that may be needed for future reference will be backed up to diskette, CD, DVD, or tape and stored in a secured area.

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I, \_\_\_\_\_, have read the above procedures for protecting the confidentiality of client records and agree to abide by the above procedures while using data at the Policy and Services Research Data Center. I understand that clear violations of the above policies will result in a loss of access privileges, and in the case of severe violations, civil action may be pursued.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature of Witness Date