



**Appendix B**

**Confidentiality Agreement**

between

**University of Houston Education Research Center**

and

---

*Research Project # and Title*

---

*Researcher Name & CougarNet ID*

Project Approved on this Date: \_\_\_\_\_

Agreement Completed on this Date: \_\_\_\_\_

A copy of the approved proposal will be kept on file at University of Houston UH ERC & the Texas Higher Education Coordinating Board (THECB).

As an “agent” of University of Houston UH ERC, you have access to confidential data. With your initials and signature below, you acknowledge and agree:

<b>Initial</b>	<b>Terms and Conditions</b>
	1. that you have received a copy (or accessed online at <a href="http://www.uh.edu/education/research/institutes-centers/erc/">http://www.uh.edu/education/research/institutes-centers/erc/</a> ) of both the Policies & Procedures ( <i>General Information</i> and <i>Approved Project Handbook</i> ) of the Texas Education Research Center;
	2. to abide by the terms of the Texas Education Research Center’s policies and its subordinate processes and procedures;



	3. that you have completed formal FERPA training through either University of Houston or another qualified institution;
	4. that you have completed the mandatory <i>Masking Guidelines &amp; Techniques Training Module</i> and online assessment;
	5. to obtain the necessary human subject internal review board (IRB) approval (if required) by your institution or organization before accessing the Repository data at the UH ERC and supplied documentation;
	6. to access and use the Repository data at the UH ERC only for authorized research;
	7. that you will use the confidential data for only the purpose(s) of the study;
	8. not to attempt to identify individuals or publicly release confidential data;
	9. that you understand that you must only access the Repository data at the UH ERC through your own credentials. Under no circumstance may a researcher log into the UH ERC under another researcher's account or allow another researcher to log in through their account;
	10. Researchers must provide the UH ERC with regular updates regarding the progress, changes, and extensions to the research hypotheses and personnel changes for their research projects.
	11. to ensure that all research conducted and all generated research products (papers, abstracts, PowerPoint presentations, publications, etc.) using the Repository are complaint with the Family Educational Rights and Privacy Act (FERPA), which explicitly means no information will be released that could identify individuals;
	12. to never remove unapproved confidential information from the physical or electronic workspace of the UH ERC;
	13. to ensure that all research output using the Repository data are compliant the UH ERC Masking Guidelines & Techniques;
	14. to never remove or publicly release results or output that has not been approved for release from the physical or electronic workspace of the UH ERC;



	15. to request the UH ERC review and approve all research products generated using confidential Repository data prior to any public release;
	16. to report, as soon as possible, any known or suspected breach of confidentiality, including the removal or inappropriate sharing of data, to the Director or Database Administrator of the UH ERC;
	17. that access to the UH ERC can be suspended based on any violation of this contract or risk of unauthorized disclosure of confidential information;
	18. to grant permission for the manual and electronic collection and retention of security-related information, including photographic or videotape images, of your attempts to access the facility and/or workstations; and
	19. that you understand that the data files you create for this project will be destroyed five years following the completion of the project, unless specific permission is granted for an extension by the ERC Advisory Board or another applicable state agency.

The estimated date of data destruction defined as

(Date approved + 2 active years + 5 inactive years) is: \_\_\_\_\_.

Signature:

\_\_\_\_\_

Researcher, Date

Signature:

\_\_\_\_\_

Dr. Catherine L. Horn, University of Houston ERC Director, Date

Preferred Email: \_\_\_\_\_ (for email)

Preferred Phone Number: \_\_\_\_\_ (for non-critical situations)

Cell Phone Number: \_\_\_\_\_ (for critical situations)