

Technology Confidentiality Agreement for Non-Researchers

Between The University of Texas at Austin
Education Research Center (ERC) and:

For ERC Office Use Only:

ERC Proj # _____

ERC Folder Name: _____

Technology Personnel - Name:		
UT EID:		
Technology Services to be Performed (e.g. Database Administrator, ITS...)		
Preferred Contact Email:		
Phone:	Preferred/Non-Critical:	Emergency/Critical:

As an “agent” of the UT Austin Texas ERC, you have access to confidential data.

By your signature below, you acknowledge and agree to all of the following Terms and Conditions:

Terms and Conditions	
1.	I have received (or accessed online at www.texaserc.utexas.edu/) and read both the ERC <i>Policies & Procedures for Approved Projects</i> and <i>Understanding Your Access</i> , and will abide by the terms of these policies and any subordinate processes and procedures.
2.	I have completed/will complete required FERPA training via one of the provided resources/outlets. I will ensure that all research and all research-generated products (papers, abstracts, presentations, publications, etc.) using the data are compliant with FERPA and that no information will be released that could identify individuals.
3.	I will not attempt to identify individuals or publicly release confidential data.
4.	I understand that I must only access the data at the Texas ERC through my own credentials. Under no circumstances will I log into the Texas ERC under another researcher’s account or allow another researcher to log in through my account.
5.	I agree to request via email that the Texas ERC review generated research products that use confidential data, and I agree to never remove or publically release output/results or confidential information that have not been approved for release from the physical or electronic workspace of the Texas ERC.
6.	I will report any known or suspected breach of confidentiality to the Director or Database Administrator of the Texas ERC as soon as possible, including the removal or inappropriate sharing of data.
7.	I recognize that access to the Texas ERC can be suspended based on any violation of this Agreement.
8.	I grant permission for the manual and electronic collection and retention of security-related information related to attempts to access the facility and/or workstations.

<u>Technology Personnel Signature:</u>	
(For audit purposes, must either be hand-signed or digitally-certified . We cannot accept just a typed name. This can be done in Adobe Acrobat Reader DC using Fill & Sign tool, using Draw to actually create your signature, or the Certificates tool to create a digitally-certified signature/ID.)	Date:
<u>Texas ERC Director Signature:</u>	Date: