

Appendix G

Confidentiality Pledges

Urban Institute Staff Confidentiality Pledge

The Urban Institute assures all respondents and participating organizations that the information they provide for this study will be held in the strictest confidence by Urban Institute Staff and that no confidential information obtained in the course of this study will be disclosed in such a way that individuals or organizations are identifiable. Access to the data in the survey study collected for this study is by consent of the respondents who have been guaranteed confidentiality. Their right to privacy is protected under law.

I have carefully read and understand this assurance which pertains to the confidential nature of all information and records to be handled in this study. As an employee of The Urban Institute, I understand that I am prohibited by law from disclosing any such confidential information which has been obtained under the terms of this contract or any password used to protect the data to anyone other than authorized contractor staff and agree to follow the procedures outlined to me. I understand that any willful and knowing disclosure of confidential information obtained for this study may constitute a violation of law, may subject the violator to a fine, and may subject the violator to disciplinary action by The Urban Institute.

(Signature)

(Date)

(Witness signature)

(Date)

Statement of NORC Professional Ethics

I. Agreement

(Each NORC employee and each visitor to secure areas of NORC project activities must read the accompanying statement and sign this agreement as a condition of employment or access. For office employees, see “Employee Misconduct Policy” of the NORC Personnel Policies Manual for penalties for violating this pledge.)

I have carefully read the accompanying NORC Statement of Professional Ethics and fully understand that its obligations apply to me and are a condition of employment at NORC and/or access to research documents.

I will abide by NORC’s standards of professional ethics as described in this statement. In addition to the possibility of legal action being pursued, I am also aware that failure to abide by the standards will result in disciplinary action, including possible termination if I am an employee; or denial of further access and cooperation if I am a visitor, contractor, or researcher.

I understand that the accompanying statement and this agreement, relative to the confidentiality of NORC’s respondents, its corporate documents and its internal processes/procedures, are applicable both during and after employment.

PRINT NAME _____

SIGNATURE _____

DATE _____ ID# _____
(Employees only)