

Attachment 6 Privacy Procedures of Contractor

In order to ensure data security, all individuals hired by the Science and Technology Policy Institute are required to adhere to strict professional survey standards and sign a non-disclosure agreement as a condition of their employment. The Science and Technology Policy Institute staff has extensive experience in collection of information and maintaining confidentiality and security. Any hard copy data collection forms will be maintained in a locked area for receipt and processing; web-based data will be stored in an internal password-protected Sharepoint site with access restricted to evaluation team. The Institute maintains restricted access to all data preparation areas (i.e., receipt, coding, and data entry). All data files on multi-user systems will be under the control of a data base manager, and will be subject to controlled access only by authorized personnel. Individual identifying information (e.g., name, address, zip code) will be maintained separately from completed data collection forms, and from computerized data files used for analysis. Annual and Final Reports will be summary reports in which individuals are not identified.