

## **Attachment 2: 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. Web-based and any hard copy data collection forms will be maintained in a locked area for receipt and processing. 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.

The Science and Technology Policy is an FFRDC as part of the Institute for Defense Analysis. The FAR 35.017 (a) (2) says that “a[n] FFRDC, in order to discharge its responsibilities to the sponsoring agency, has access, beyond that which is common to the normal contractual relationship, including sensitive and proprietary data...”