

**Appendix G: Urban Institute Staff Confidentiality Pledge**  
School Readiness Goals and Head Start Program Functioning

**The Urban Institute**  
**STAFF CONFIDENTIALITY PLEDGE**

**Assurance of Confidentiality**

The Urban Institute assures all respondents and participating organizations that the information they release to this study will be held in the strictest confidence by project staff as well as the contracting organizations. None of the information obtained during the course of the study will be disclosed in such a way that individuals or organizations can be identified by anyone outside the research team. The project team will secure access to the interview data by requesting consent from the respondents. Respondents will be guaranteed confidentiality whenever the researchers believe they have no intent to commit a crime or harm themselves. Their right to privacy is protected under law.

I have carefully read and understand this assurance that pertains to the confidential nature of all information and records to be handled in this study funded by the Administration for Children and Families, Office of Planning, Research, and Evaluation. I have read a copy of the “Confidential Data at the Urban Institute – Guidelines for Data Security.” I understand that I must comply with all data security requirements adapted from those Guidelines for this project as approved by the Urban Institute Institutional Review Board. As an employee of The Urban Institute, I understand that I am prohibited from disclosing any such confidential information which has been obtained under the terms of this contract to anyone other than authorized partners and agree to follow the procedures outlined to me during training. I understand that any willful and knowing disclosure of information released to this study may subject an Urban Institute employee to disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
(Print Your Name) (Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness signature)

\_\_\_\_\_  
(Date)