

## CONFIDENTIALITY POLICY

All employees of Public Health Research Group (PHR) of Social & Scientific Systems, Inc., (SSS) are required to sign this Assurance of Confidentiality. Temporary employees with access to research materials are also required to sign this form.

### ASSURANCE OF CONFIDENTIALITY FOR SSS PHR GROUP EMPLOYEES

1. I pledge to keep completely confidential the names of respondents, all information or opinions reported by them and any information about them learned in the course of working on a SSS project and to take every possible precaution to prevent access to such information in my possession by anyone other than project personnel.
2. If as an office employee or field worker I encounter a respondent or information about a respondent that is someone that I know personally, I shall immediately terminate my involvement with the case and report the situation to my supervisor. (For certain projects, specific exception to this rule will be granted in writing by the SSS project director.)
3. I understand that survey data containing personal identifiers must be kept a) in locked filing cases when not being used for home office processing activities or b) in a locked room to which only project staff have access. (For each project director will determine which procedure is to be used.)
4. I understand that violation of the above, or of additional confidentiality procedures required by the sponsor of a particular project, is sufficient grounds for disciplinary action, including dismissal; and that violation of the privacy rights of individuals through unauthorized discussion, disclosure, dissemination or access may make me subject to criminal or civil penalties.

*I hereby certify that I have read the four points above and will try to the best of my ability to comply with each.*

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(form version date: January 2010)*