

Attachment 8e - University Advance Letter

<<DATE>>

<<CONTACT NAME>>

<<TITLE>>>

<<ADDRESS>>

<<ADDRESS>>

Dear << CONTACT NAME >>:

You are receiving this letter because the residential units at <<ADDRESS>>, which are part of your institution's student housing quarters, have been selected for inclusion in an official federal government survey sample by the National Center for Health Statistics (NCHS). The U.S. Census Bureau is the designated data collection agent for the National Health Interview Survey (NHIS). This means that an interviewer from the U.S. Census Bureau, <<FRNAME>>, will need to speak with the residents currently living in those housing quarters to administer the survey questionnaire.

We would like to ask your permission and assistance in gaining <FRNAME> access to the housing quarters. We understand that ensuring the safety of your resident is a top priority. You may verify our interviewers' identity via their official U.S. Department of Commerce, Bureau of the Census identification badge. Further, all information collected by our interviewers on behalf of NCHS is protected by strict federal laws: Congress authorized the NHIS data collection in Section 306 of the Public Health Service Act (42 United States Code 242k). The federal laws that require all information we collect to be held in strict confidence are Section 308(d) of the Public Health Service Act [42 United States Code 242m (d)], the Confidential Information Protection and Statistical Efficiency Act (PL 107-347), and the Privacy Act of 1974 (5 U.S.C. § 552a). If any NCHS employee, contractor, or agent gives out confidential information not authorized by law, he or she can be fired, fined and/or imprisoned. In addition, NCHS complies with the Federal Cybersecurity Enhancement Act of 2015, which requires the federal government to protect federal computer networks by using computer security programs to identify cybersecurity risks like hacking, internet attacks, and other security weaknesses.

The U.S. Census Bureau conducts surveys on topics such as unemployment, education, income, health, and housing. To ensure they represent the entire U.S. population, these surveys include persons living in student housing quarters throughout the country. Each residential unit has been randomly selected and cannot be replaced with another unit.

If you have any further questions, please call <<FRNAME>> at <<FRPHONE>> or our regional office at <<PHONE>>, <<COORDINATOR>>, on weekdays between 8:00 am and 5:00 pm <<TIME_ZONE>>.

We trust you will extend our Census Bureau employee the privilege of entering the premises as may be necessary in the performance of their official duties, and that you will assist them when called upon. Thank you in advance for your cooperation.

Sincerely,

<NAME>

Regional Director

REGIONAL OFFICE US CENSUS BUREAU <ADDRESS> <ADDRESS>
