

# Data Protection Toolkit (DPT) Resource Collection

## **Attachment 1** **Communications Materials**

**OMB #1850-0803 v.261**

Submitted by  
National Center for Education Statistics (NCES)  
U.S. Department of Education

February 2020

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## Initial Email

**Subject:** U.S. Federal Data Strategy Initiative Action 4 Data Protection Toolkit: Request for Existing Resources

<<Salutation>> <<Last\_Name>>,

With your help, the Federal Committee on Statistical Methodology (FCSM) is curating and compiling an online data protection toolkit. The toolkit is being developed in conjunction with an update to Statistical Policy Working Paper 22, Report on Statistical Disclosure Limitation Methodology. The toolkit will include templates based on best practices for assessing, managing, and mitigating the re-identification risk of individuals or enterprises in federal data products. It will also identify an array of approaches, best practices, and recommendations for responsibly accessing data while safeguarding privacy and confidentiality, from public release files that have undergone statistical disclosure limitation, to tiered-models for data access via restricted use enclaves, automated data tools, and more. The toolkit will be available as a user-friendly website in support of policymakers and practitioners across government, and will assist agencies in establishing, maintaining, and improving their programs for promoting responsible access to government data for evidence-building.

Do you have tools, manuals, checklists, templates, etc. that can be shared with the public as part of a federal data protection toolkit?

We would like to invite you to participate in these efforts on behalf of your agency. To do so, please open the attached "Data Protection Toolkit (DPT) Response Form" and do the following: 1) review the glossary of terms and reference guide detailing the topics for which we seek existing resources, and 2) complete the request form by **April 3, 2020**. Within the request form, please provide links to any tools or manuals that you use that can be shared outside your agency. If you would prefer to send us files, that would be accepted as well. The request form is voluntary, but your feedback will provide valuable contributions from your organization for the Data Protection Toolkit.

Also included below is a glossary for the terms and types of resources referenced on the form.

Please review the request form and consider what agency resources and tools you could identify for possible inclusion in the Data Protection Toolkit, and return the request form by **April 3, 2020** to Michael Hawes ([michael.b.hawes@census.gov](mailto:michael.b.hawes@census.gov)), Peter Meyer ([meyer-peter@norc.org](mailto:meyer-peter@norc.org)), and Rickita Walley ([rwalley@sanametrix.com](mailto:rwalley@sanametrix.com)) who are coordinating this effort for FCSM.

Sincerely,

Jennifer Nielsen  
U.S. Department of Education

## Reminder Email #1

**Subject:** Reminder to Complete the Request Form for Existing Resources for the U.S. Federal Data Strategy Initiative Action 4 Data Protection Toolkit

<<Salutation>> <<Last\_Name>>,

Recently, we sent an invitation for you to complete a short form to support the U. S. Federal Data Strategy Initiative, (<https://strategy.data.gov/action-plan/>). The goal of this effort is to collect existing resources relating to statistical confidentiality for the Federal Committee on Statistical Methodology.

If you have already completed and submitted your form, THANK YOU VERY MUCH!

**If you have not yet had a chance to complete and submit your request form**, please take time to complete the attached Data Protection Toolkit Request Form. Within the document, provide links to tools or manuals that you use that can be shared with the public and/or are found in the public realm. If you would rather send us files, that would be fine. If you prefer to discuss your responses, please reply to this email with your phone number and available times to set up a phone call.

Your participation is voluntary; however, your feedback will provide potential contributions from your organization for the Data Protection Toolkit. If certain pieces of the information form do not apply or your organization does not have the specified resources, you may leave it blank.

Feel free to reply to this email if you have any questions.

Sincerely,

Jennifer Nielsen  
U.S. Department of Education

## Reminder Email #2

**Subject:** Final Reminder to Complete the Request Form for Existing Resources for the U.S. Federal Data Strategy Initiative Action 4 Data Protection Toolkit

<<Salutation>> <<Last\_Name>>,

Recently, we sent an invitation for you to complete a short form to support the U.S. Federal Data Strategy Initiative, (<https://strategy.data.gov/action-plan/>). The goal of this effort is to collect existing resources relating to statistical confidentiality for the Federal Committee on Statistical Methodology.

If you have already completed and submitted your form, THANK YOU VERY MUCH!

**This will be your final reminder to complete and submit your request form. If you have not yet had a chance to complete your request form**, please take time to complete the attached form by **April 3, 2020**. Within the document, provide links to tools or manuals that you use that can be shared with the public and/or are found in the public realm. If you would rather send us files, that would be fine. If you prefer to discuss your responses, please reply to this email with your phone number and available times to set up a phone call.

Your participation is voluntary; however, your feedback will provide potential contributions from your organization for the Data Protection Toolkit. If certain pieces of the information form do not apply or your organization does not have the specified resources, you may leave it blank.

Feel free to reply to this email if you have any questions.

Sincerely,

Jennifer Nielsen  
U.S. Department of Education