Attachment Q. Insight Policy Research Confidentiality Pledge

OMB No. 0584-[NEW]

*Job Search as a Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Component*

March 12, 2020

**Project Officer: Danielle Deemer**

Office of Policy Support

Food and Nutrition Service

U.S. Department of Agriculture

1320 Braddock Place

Alexandria, VA 22314

703.305.2952

danielle.deemer@usda.gov

Confidentiality Pledge

I understand that the names, and any other identifying facts or information, of individuals, businesses, organizations, and families participating in The Role of Job Search as a SNAP E&T Component study conducted by Insight Policy Research, Inc. (Insight), or its subsidiaries, are confidential. I agree I will not reveal such confidential information, regardless of how or where I acquired it, to any person unless such person has been authorized by the cognizant Insight Project Director or Project Manager to have access to the information.

I further understand that the unauthorized access to, use of, or disclosure of any confidential information is a breach of the terms of my employment, or my consultant agreement with Insight, and may subject me to court action by any interested party or to other sanctions by Insight. I acknowledge that this agreement shall continue to bind me even after the project(s) is (are) completed and/or even though my employment or my consultant agreement with Insight has terminated.

Other than in the course of my authorized employment or my consultant agreement, I further agree that I will not use or facilitate the use of by any third party, in any way, any information deemed confidential by the terms of any contract or other written agreement between Insight and any other organization, except by written authorization by both parties. It is my understanding that Insight and the contracting organization(s) have the exclusive right to all information acquired or developed under such a contract or other written agreement. I acknowledge that I acquire no right to, title of, or interest in any data or information to which I have access by reason of my employment or my consultant agreement and that I may not remove such data from my assigned work location without prior authorization.

I agree to promptly notify the cognizant Insight Project Director or Project Manager of any unauthorized disclosure, use, or alteration of confidential information that I observe.

Nothing herein shall be construed to prevent divulgence of information to any court or governmental agency, provided such divulgence is required by law. However, if I am subpoenaed, or if I have reason to believe that I may be called upon to make such divulgence, I agree to notify the President of Insight promptly in writing and, upon his request, to cooperate in all lawful efforts to resist such divulgence.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-xxxx. This is an internal document and no burden is associated with this document; it will not be sent to respondents. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-xxxx\*). Do not return the completed form to this address.*

|  |  |
| --- | --- |
| Name: | Signature: |
|  | Date: |