

Appendix LL. Confidentiality Agreement

OMB No. 0584-[NEW]

Assessing SNAP Participants' Fitness for Work

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CONFIDENTIALITY PLEDGE REGARDING
CONFIDENTIAL AND PROPRIETARY INFORMATION
FOR EMPLOYEES, SUBCONTRACTORS, AND CONSULTANTS

I understand that in the course of my work for MEF Associates (MEF), I may obtain access to confidential and/or proprietary information that if disclosed to persons outside MEF, could be detrimental to MEF's interests as well as those of its research subjects. I agree that I will not reveal such information to any person, unless that person has been authorized by MEF to have access to the information. I further agree that upon completing my work for MEF, I will make arrangements to return the information to MEF and will not use such information.

Confidential and/or proprietary information covered by this agreement includes but are not limited to:

1. Proprietary information concerning MEF's financial, business, and administrative practices. Examples of such proprietary information include: proposals; project budgets; internal procedures manuals; and internal memos regarding personnel practices and policies.
2. Documents and information related to MEF's funders.
3. Written and electronic materials containing identifiable information of any kind including: research databases (source data or analysis files); field notes; site memos; meeting notes; and any documents that if disclosed would prove embarrassing or offensive to others or would breach the promise of confidentiality made to research subjects.
4. Information acquired through interaction with research subjects under promise of confidentiality.
5. Technical information, including but not limited to: data dictionaries; database structures; script and program generators; function libraries; and written or compiled programs and code.
6. Identity and authentication methods, codes, and values such as passwords, tokens, crypto-graphic keys, memory and smart cards, and Biometric devices. Such information is intended only for the use of the designated individual and is not to be shared with others.



I further understand that this agreement will continue to obligate me even after I complete my work for MEF, and that unauthorized use or disclosure of confidential and/or proprietary information is a breach of the terms of my agreement with MEF and may subject me to court action by any interested party or to other sanctions by MEF.

If I am subpoenaed, or if I have reason to believe that I may be called upon to divulge any such information in any legal proceeding or to any governmental agency, I will promptly notify MEF in writing and, upon its request, cooperate in all lawful efforts to resist such divulgence.

Signature: _____

Name (Print)

Date: _____

Location: _____

Name of organization: _____