

**Attachment 2:  
Data Collector Confidentiality  
Agreement Form**

# **Data Collector Confidentiality Agreement**

## **WHITWORTHKEE CONSULTING (THE WKC EVALUATION TEAM) CODE OF CONDUCT AND ASSURANCE OF CONFIDENTIALITY**

The WKC Evaluation Team is committed to the administration and collection of exemplary, objective, and impartial data. This Code of Conduct and Assurance of Confidentiality establishes the foundational principles of our data collection efforts, providing collaborators, experts, academic and business leaders, and policy makers the assurance that they can have confidence in the gathered data.

The basic principles guiding data collection are:

### **I. Code of Conduct**

- All participants, whether individuals or entities, will receive information about the fundamental aspects of our study as specified in the study materials, background, and protocols.
- Participants will be treated with courtesy, dignity, and respect. In the event that a participant has questions about the participation process, questions will be answered quickly, openly, and politely. Participation in the study is entirely voluntary, and participants can choose to withdraw at any point without any consequences.
- The WKC Evaluation team will uphold rigorous standards of personal conduct and execute data collection in a manner that ensures respondents are neither harmed, embarrassed, nor misled.

### **II. Privacy and Confidentiality**

#### *A. Policy on Confidentiality of Gathered Data*

The WKC Evaluation Team is firmly committed to the tenet that the privacy of respondents and the confidentiality of individual/group data obtained through the completion of study materials (i.e., questionnaires, interviews, focus groups) will be protected. This tenet guarantees confidentiality during and after the period of data collection efforts and will be followed rigorously.

#### *B. Protecting the Privacy and Rights of Survey Participants*

The WKC Evaluation team is comprised of highly skilled and experienced professionals who will adhere to the study guidelines in ensuring the interview and

focus group protocols are followed thoroughly. All WKC Evaluation team members who will be collecting data will have human subjects' participation training. Under no circumstances will any questions or information unrelated to the interviews or focus groups be collected.

*C. Procedures for Maintaining Confidentiality*

1. Each WKC Evaluation Team member shall sign this confidentiality agreement and signing it may be superseded by another agreement for a particular project.
2. The WKC Evaluation Team shall ensure no personal identifying information from individuals will be shared. Questionnaire, interview, and focus group responses will be reported in aggregate form, and confidentiality will be maintained. Before sharing the data with external collaborators, the WKC Evaluation Team will ensure that the data are de-identified and any other potentially identifiable information will be redacted.
3. The WKC Evaluation Team is committed to collecting exemplary and impartial data and, as such, individual-level participant data will be stored on a password-protected, cloud-based drive and individually identifiable data will not be shared with any entity or individual other than the evaluation team.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*WKC Evaluation Team Member Signature*