



PII Non-Disclosure Statement Employee

I understand that:

As an employee of _____, I may be collecting, accessing or analyzing student information of a personal and sensitive nature.

Individuals participating in this data collection and research have been assured their individual identities and any **Personally Identifiable Information** (PII) will not be disclosed and that all the information they provide will be kept confidential on an individual level.

The responsibility of fulfilling this assurance of confidentiality begins with me as an employee of _____.

In recognition of this responsibility, I agree to:

1. Keep confidential the names of all respondents / participants, all information and opinions collected during the data collection process, and any information learned incidentally while collecting the data.
2. Refrain from discussing or disclosing, except privately with research and evaluation staff members, information that might in any way identify or be linked to a particular individual.
3. Terminate data collection or analysis immediately if I encounter a respondent or begin reviewing a record for an individual whom I know personally, and contact my supervisor for further instructions.
4. Take precautions to prevent access by others to PII data in my possession by: (1) keeping hard copies of data collection materials, notes, and records in locked files with limited access; (2) separating files with identifying information from other records; (3) storing electronic copies of data files on secure drives with limited access and/or password-protected; (4) using encryption and or password-protection on electronic files with identifying PII or sensitive information when transporting data; and (5) adhering to all aspects of my organization's data security policy.
5. Refrain from reporting or publishing any aggregate data representing a cell size of fewer than five individuals if such data has the potential to identify the individuals.
6. Properly destroy or render unreadable hard copies and or electronic copies of files that contain PII through shredding and or deleting when those files are no longer applicable to current research or tracking.
7. Take all other actions within my power to safeguard the privacy of respondents / participants and protect the confidentiality of information I collect, manage or analyze.
8. Devote my best effort to ensure compliance with the required procedures by persons whom I supervise, if applicable.

Signed: _____

Date: _____

Print Name



SAMIS Account Request Form Sample

Email completed form with authorization signature to samis@coj.net

Employee Name:	Jane Doe	Title: Data Manager
Agency:	Duval After School and Summer Learning Agency	
Employee Work Address:	1095 Elm Street, Jax. FL 32206	
Employee Work Telephone:	904-630-1234	Employee Work Fax number:
Employee E-Mail Address:	jdoe@att.net (Work email, preferred.)	

Use when new user will replace current/previous user.

1. Select the change requested: New User

Revision

Termination

2. Select user role:

3. **Clone/Copy** the user account of: John Doe's Account

User will be a Program or Data Manager.

User will be a Finance Manager.

Both

4. Specify which programs the user should have access to (List all programs that the user needs access to):

1. Program-1 Site Name	2.
3. Program-2 Site Name	4.
5.	6.
7.	8.
9.	10.

5. Special Instructions (To receive a registration access code for training classes, please send this to samis@coj.net):

SAMIS Training Needed (new users are required to attend a SAMIS orientation class for their assigned user role).

FERPA Online Webinar Needed (new users are required to complete the FERPA online class).

PII Non-Disclosure Statement Signed by New User (see '.6' below).

6. Have the new user; complete the PII Non-Disclosure Statement (page 2 of this document). Once signed it should remain onsite and available upon request for review by the JCC contract manager.

This part is to be filled out by a Manager Only:

Agency Authorizing Signature: Manager's Signature goes here Phone _____

Please print your name here: _____

Title: _____ Date _____

