

**NORTHFIELD PUBLIC SCHOOLS | INDEPENDENT SCHOOL DISTRICT NO. 659
DATA SHARING AND CONFIDENTIALITY AGREEMENT**

All academic and personal information that research personnel encounter (either written, electronic, oral, or overheard) while performing their duties in partnership with the Northfield Public Schools are to be handled in a strictly confidential manner. This information shall not be transferred or disclosed in any form to any person or party outside of the personnel identified as participants in the research project identified below.

All confidential information in the form of printouts, correspondence, or other highly sensitive data or reports to be discarded should either be manually or electronically shredded. When there is a question of the confidential nature of information, it is the researcher's responsibility to obtain clarification.

As a reminder, if this agreement is breached, it will be reported to your organization or academic institution and your authorization to use Northfield Public Schools data will be immediately revoked. Your organization or academic institution may also be prohibited from conducting research or providing support for Northfield Public Schools.

I have read the "Data Sharing and Confidentiality Agreement" for the Northfield Public Schools and I agree to adhere fully to these conditions. Failure to do so, I acknowledge, will jeopardize my participation in the following research project and potentially adversely impact my organization or academic institution's ability to conduct research in or provide support for Northfield Public Schools.

Research Project: _____

Researcher's Printed Name

Date

Researcher's Signature