



Bridgeport Public Schools

Department of Data Management/Systems

City of Bridgeport Board of Education Confidential Data Request Form

SECTION 1: TO BE COMPLETED BY REQUESTOR			
Name		Contact Number	
School/Organization		Email Address	
Request Date		Requestor's Signature	
Description of Data Required <i>(Please include dates/timeframes of data collection and other specific indicators/categories required in the data)</i>			
Purpose/Context <i>(what the data is required for)</i>			
Format Required <i>(Table, Map, Spreadsheet, Word etc) – please specify</i>		Requested Delivery Date*	

*** DATA REQUESTS WILL BE REVIEWED WITHIN 30 DAYS OF RECEIPT AFTER SUPERINTENDENT'S APPROVAL**

FOR OFFICE USE ONLY:			
Principal/Director Approval Signature & Date			
Superintendent Approval Signature & Date			
Date Received by Data Management Office			
Data Management Signature & Completion Date			
Data Confidentiality & Security Agreement Form	Yes	No	
Data Loan Expiration Date		OFFICE USE ONLY	



Bridgeport Public Schools
Department of Data
Management/Systems

**Confidential Data Request Form
Data Confidentiality and Security Agreement Form**

All parties who will have access to the confidential data requested in the *Confidential Data Request Form* must sign this agreement and submit it with the Data Request Form (attach additional sheets as necessary). Any party(ies) added to the request at any time during the duration of the data loan period who will have access to the confidential data must sign this form and submit it to the Bridgeport Board of Education Department of Data Management/Systems.

I _____, as a participating party to the data requested, agree to receive confidential data from the City of Bridgeport Board of Education and/or the BBOE Department of Data Management/Systems, and to observe the following security provisions in transferring, storing, analyzing and reporting of the data.

1. Policy for data storage
 - a. The location of **all copies** of the data must be carefully tracked
 - b. The data must be stored where **only** the Confidential Data Request Form designated party(ies) may access the data
 - c. Data files **must** remain secure throughout the duration of data storage
2. Policy for data usage
 - a. Data may be accessed **only** by the Confidential Data Request Form designated party(ies)
 - b. Data **may not** be shared with any other individuals outside those designated party(ies) in the Confidential Data Request Form
 - c. Data may be used **only** for analyses that respect privacy and confidentiality of all concerned parties including students, teachers, classrooms, schools, and the district
 - d. Data may **only** be used for the purpose(s) presented in the Confidential Data Request Form
 - e. Publically available discussions, presentations and reports based upon the confidential data **may not** include information that would make it possible to identify a student, teacher, classroom, school, or the district unless specific permission has been granted in writing to do so by the office of the Superintendent of Schools for the City of Bridgeport
 - f. Internal discussions and reports should protect the privacy, anonymity and confidentiality of all concerned parties. If there is any reasonable possibility that the internal document may become publically available, any and all identifiable data needs to be removed at the expense and liability of the Confidential Data Request Form designated party(ies)
 - g. Internal documents that contain any identifying information must clearly be marked "confidential—for internal use only"
 - h. Data will, at all times, adhere to the Family Educational Rights and Privacy Act (FERPA) and CT Public Act 16-189, "An Act Concerning Student Data Privacy"
3. Policy for data disposal
 - a. The data **must** be destroyed in accordance with the date designated for destruction in the signed Confidential Data Request Form
 - b. If an extension on the data destruction deadline is needed, the BBOE Department of Data Management/Systems **must** be contacted, in writing, to approve an extension
 - c. A certificate of destruction will be sent via US mail to the BBOE Department of Data Management/Systems on the date of the data loan expiration

Signature of Requesting Party

Email and Phone Number

Date