



Bridgeport Public Schools – Data Management Department

**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**

*(Please include the dates/timeframes of data collection and other specific indicators/categories required in the data)*

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**Purpose/Context**

*(what the data is required for)*

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**Format Required**

*(Table, Map, Spreadsheet, Word, etc.) – please specify*

	<b>Required Date(s)</b>	
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**FOR OFFICE USE ONLY:**

Superintendent Approval Signature:	
Date Request Approved:	
Date Request Received:	
Date Completed:	
Completed By:	



## Bridgeport Public Schools – Data Management Department

### Confidential Data Request 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. Publicly 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 publicly 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)
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.

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Signature of Requesting Party

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Email and Phone Number

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Date