



State of Arizona
Department of Education

Non-Disclosure Agreement

The Arizona Department of Education (“ADE”) enters into this Non-Disclosure Agreement (“Agreement”) with **Name of PII Reviewer** of **Organization** for **Name of the Studies exception or description of Audit or Evaluation exception**.

A copy of the approved proposal will be kept on file at ADE.

As an “agent” of ADE you have access to confidential data. By signing below, **Name of PII Reviewer** acknowledges and agrees:

1. That you have received a copy (or accessed online at www.azed.gov) of the Policies and Procedures of ADE;
2. To abide by the terms of ADE’s policies and its subordinate process and procedures;
3. That you have read, understand, and agree to comply with the Master Data Sharing Agreement, #DG-**** between the Arizona Department of Education (“ADE”) and the Office of the **** (enter county) School Superintendent (the “Agency”), and understand that all terms thereof are incorporated into this NDA by reference.
4. That you have completed a formal Family Educational Rights and Privacy Act (“FERPA”) training such as a U.S. Department of Education FERPA online training module;
5. To access and use the Repository data at ADE only for authorized studies or audit or evaluation exceptions;
6. That you will use the confidential data for only the purpose(s) of the studies or as authorized under the studies or audit or evaluation exceptions;
7. That you understand that you must only access the Repository data at ADE through your own credentials. Under no circumstance may a user or researcher log into ADE under another user’s or researcher’s account or allow another user or researcher to log in through their account;
8. Researchers must provide ADE with updates regarding changes and extensions to the research hypotheses and personnel change for their research projects under the studies exception;
9. To ensure that all research output using the Repository data are compliant with the ADE Masking Guidelines & Techniques;

- 10. ADE may request review and require 2approval of research products generated using confidential Repository data prior to any public release;
- 11. To grant permission for the manual and electronic collection and retention of security-related information, including but not limited to photographic or videotape images, of your attempts to access the facility and/or workstations; and

By signing this Agreement, **Name of PII Reviewer** agrees to comply with applicable ADE and FERPA regulations and requirements. By signing this Agreement, **Name of PII Reviewer** further agrees to use all information reviewed, observed, or received only for the purposes of the data request and will maintain all reviewed, observed, or received information in the strictest confidence.

Name of PII Reviewer

ADE Chief of Staff

Date

Date

Contact Information

User/Researcher Name:	
Phone Number:	
Email Address:	
Company Name:	
Company Address:	

