**Data Requester Data Security Assessment Rubric**

*To be completed by data requester*

This form is to accompany data requests that involve redisclosure of identifiable data to the requester. This includes data with no direct identifiers, but which still includes indirect identifiers (such as demographic and geographic variables), as well as aggregate data that includes small cell counts.

To fulfill its objective to protect student data from inadvertent disclosure, ERDC must evaluate the institutional capacity of the requester and his or her organization to keep the data secure. This includes whether or not the requester has complied with prior data sharing agreements. Though this self-evaluation will help ERDC evaluate the requester’s ability to keep the data secure, ERDC will make its own determination independent of the responses provided here.

**1. Basic Information**

Principle Investigator:

Agency or Organization Name:

Project Title:

Privacy Administrator (must be different from principle investigator):

Title: Department:

Email Address: Telephone Number:

**2. Prior incidents or breaches**

[ ]  Yes [ ]  No Has your organization had any security incidents and/or data breaches in the past 5 years?

If yes, please describe the incident and corrective action you have implemented:

Click or tap here to enter text.

[ ]  Yes [ ]  No Have individuals who would have access to the requested data been involved in any security incidents and/or data breaches (at your organization or elsewhere) in the past 5 years?

If yes, please describe the incident and corrective action you have implemented:

Click or tap here to enter text.

**3. Security audit**

[ ]  Yes [ ]  No Do you have the capacity to demonstrate through an audit that your organization is in compliance with all appropriate security laws and best practices? (Such an audit may or may not be requested, but if so, this would be conducted at the expense of the requester.)

 If no, please describe how you will demonstrate how you secure the data and comply with best practices to prevent inadvertent disclosure:

Click or tap here to enter text.

[ ]  Yes [ ]  No Has your organization or IT contractor had any adverse security or privacy audit findings in the past 5 years?

If yes, please report the adverse finding, and describe corrective action you have implemented:

Click or tap here to enter text.

**4. Data security plan**

Please describe your data security plan.

Click or tap here to enter text.

**4. Disciplinary policies**

Please describe your organization’s disciplinary policies for employees who violate education and/or unemployment insurance wage privacy laws.

Click or tap here to enter text.

**5. Other data**

[ ]  Yes [ ]  No Are you currently in possession of other individual-level data – from ERDC or elsewhere, such as data received through other data requests – that could be linked to the data included in this data request, or otherwise used to re-identify the data?

(Please select “no” if this is data routinely contributed by your organization to ERDC’s
P20W longitudinal data system.)

If yes, please provide the source of the data, and the elements included (if it is a prior ERDC data request, simply identify the request):

Click or tap here to enter text.

**6. Prior data sharing agreements**

[ ]  Yes [ ]  No Have you entered into previous data sharing agreements with ERDC?

[ ]  N/A [ ]  Yes [ ]  No Did you complete your research as described by prior agreements?

 If no, please explain:

[ ]  N/A [ ]  Yes [ ]  No Did you allow for timely review of products by ERDC and data contributors?

 If no, please explain:

[ ]  N/A [ ]  Yes [ ]  No Did you provide documentation of data destruction when completed?

 If no, please explain:

[ ]  N/A [ ]  Yes [ ]  No Do you deviate from previous data sharing agreements in any other way?

 If no, please explain:

**7. Requester comments**

**8. Privacy administrator signature**

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Name Date

Role

Organization