



To be signed by any staff member, consultant, volunteer, or individual who participates in a meeting, email exchange, document review, or other communication where data related to partnerships formed in specific neighborhoods and communities in the state of Utah (each a “Promise Partnership”) is displayed or discussed (verbally or in writing), provided that those individuals are not members of the institution that provided the data.

APPENDIX D
UWSL Data Confidentiality Agreement

1. The data that (i) accompanies this confidentiality agreement and that (ii) that I subsequently encounter from time to time in the course of my exposure to Promise Partnership work (collectively, the “Data”) is intended for continuous improvement around shared community goals. The purpose of the data is to track progress and outcomes and to develop, align, test, and iterate interventions aimed at moving these outcomes at a population level, especially for those groups most negatively impacted by our current systems.

The Data is a reflection on the entire community, which shares accountability for current reality and for future results. It is not, and cannot be, used to indicate the success or failure of one school, sector, or minoritized population. It cannot be used in communications with media, funders, or the general public without the written permission of the Data provider(s) and without complete context and clear acknowledgement of the broadly shared accountability for results that all Promise Partners commit to holding.

The guiding principle in sharing the Data is the stewardship of individuals’ information. By informing students, parents, families, and other data contributors about how information about them is intended to be used, by protecting it when it is provided, and by involving them in the processes of analyzing and making use of the data, we will develop more trust in our communities. This agreement is part of a practice developed to maintain this trust.

2. The Data (and additional data that I encounter from time to time in the course of my exposure to Promise Partnership work):^{1 2}
 - a. Was compiled to drive continuous improvement around shared community goals in one or more Promise Partnerships; is a reflection on our entire community, which shares accountability for current reality and future results; and **is not and cannot be used to indicate the success or failure of any school, partnership, or population.**
 - b. **May not be shared or discussed with any other party, unless such party has been approved by the relevant Promise Partnership to see the data and has signed a data confidentiality agreement substantially similar to this one.**

¹ While we recognize that the data we discuss may be available in the public domain, such public data is often difficult to find and interpret. Because we have *formatted* this data in ways not previously done, we consider it Promise Partnership data. As such, it should not be shared outside of this meeting/project/communication.

² The guidance above applies to data collected by organizations *other than your own*.



3. Data compiled and presented by an institution about its own programs, initiatives, etc. may be used according to the policies and practices of that institution without restriction. UWSL is not held accountable for data use presented by a specific institution about its own programs.
4. I will immediately notify UWSL if I become aware of any actual or potential unauthorized data disclosure.
5. **In no cases may the Data be shared with media, funders, and/or the general public without written permission of the agency that provided the Data.**

Note that sharing – verbally or in writing – any or all of this data could result in dismissal from the relevant Promise Partnership and/or a termination of funding and other supports provided by UWSL and/or legal action.

Recognizing that we all have occasion to invite support of Promise Partnership work, UWSL maintains a list of data points that staff, Board members, and partners are encouraged to use to described needs and successes. If you need a copy, please ask a Collective Impact staff member.³

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³ A rich array of education, income, and health data is widely available to the general public, and UWSL promotes referencing these sources prior to requesting access to non-publicly available data. Data on proficiency, growth, school grades, and demographics (including mobility and low-income rates), and more is available in the Utah State Office of Education (USOE)'s PSD Gateway. Reports on graduation rates by school and by certain sub-categories and other education outcomes are also available on USOE's website. Census data is available on the [Utah Community Data Project's](#) website, and at [census.gov](#). Data on health insurance, health access, healthy system factors, risk and resiliency factors, and community health indicators and other health outcomes are available on the Utah Department of Health's website. Reference in particular [IBIS-PH Indicator-Based Information System for Public Health](#) and [Utah Behavioral Risk Factor Surveillance System](#).



Signatures

I have read and understand United Way of Salt Lake’s Data Confidentiality Policy. I will not share nor discuss the Data – verbally or in writing – with any other party (unless that party has signed a data confidentiality agreement substantially similar to this one). I agree that, in explaining our Collective Impact work, I will use information that is widely available to the general public. Further, I will immediately notify UWSL if I become aware of any actual or potential unauthorized data disclosure and understand that in no cases may the Data be shared with media, funders, and/or the general public, without written permission of the agency that provided the Data. Sharing – whether verbally or in writing – any or all of this Data could result in a termination of relationship with UWSL and/or termination of other supports provided by UWSL and/or legal action. Finally, I understand that even if UWSL does not distribute this Form at a convening where data is discussed, UWSL does not waive the above requirements for confidentiality.

I have read this agreement in full and agree to abide by all of its terms.

Name (*print*): _____ Date: _____

Organization: _____

Signature: _____

NOTE: UWSL will retain these data request forms in secure locations.