

Sample Data Use Agreement Language

Center for Administrative Data Analysis

1 Sample language for an umbrella data agreement

With ##### approval, ##### data may be matched to other administrative data. In these instances \$\$\$\$\$ shall use a secure, mutually agreed upon means and schedule of transferring confidential information.

2 Sample language for an appendix

In order to better understand the longer term outcomes of ##### students, the dynamics of educator labor markets and the out-of-school contexts of current ##### students, we will collaborate with colleagues at the US Census Bureau. Encrypted data files will be transmitted to the Census via SFTP. To facilitate record linkage between Census and school administrative data, upon receiving the data from \$\$\$\$\$ the Census Bureau's technical staff will assign unique person identifiers called protected identification keys (PIKs) and unique address identifiers called master address file identification numbers (MAFIDs) to relevant data sets. These identifiers contain no personally identifiable information, and will allow the research team to link educational data with data from other sources at the Census (such as the American Community Survey) without accessing identifiable information.

The data provided to the Census Bureau under this agreement will be confidential under Title 13, U.S.C., Section 9. Upon receipt, the Census Bureau assumes an obligation to safeguard all data received pursuant to federal and State laws and regulations. All data acquired by the Census Bureau as a result of this agreement will be treated as if they have, at a minimum, protection at the appropriate risk level in accordance with NIST FIPS 200 and Special Publication 800-60. The Census Bureau agrees to remain compliant with all current NIST standards and publications in accordance with Title III of the E-Government Act of 2002 (PL 107-347). All Census systems shall be fully assessed against NIST Special Publication 800-53 "Recommended Security Controls for Federal Information Systems and Organizations," as well as Special Publication 800-37 "Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach." The Census Bureau IT Security Program shall be reviewed annually by the Department of Commerce, Office of the Chief Information Officer ("CIO"), as well as the Department of Commerce, Office of Inspector General, as part of the oversight responsibilities.