



Pulaski County Public Schools

Non-employee Data Access Agreement

Data Access Agreement

Requesting Organization: _____
Address: _____
Project Name: _____
Director of Project: _____

This Agreement between the requesting organization listed above and Pulaski County Public Schools sets out the guidelines that will be followed and the safeguards taken to ensure the data shared between the two organizations complies with the privacy requirements embodied in all applicable federal and state laws and regulations protecting the privacy of students and staff, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). More specifically, the project director agrees:

- to ensure all data accessed from the student information database is for internal (within Pulaski County Public Schools) use only, and data transfers to an external entity without permission from the Director of Information Technology is unauthorized;
- to ensure any data transfers authorized by the Director of Technology are transferred using industry encryption standards;
- to never disseminate or publish data that might reveal private information relating to identifiable individuals;
- to destroy all data kept outside the database system when no longer needed to achieve the purpose of the project;
- to share all project information/research with the Superintendent of Pulaski County Public Schools or his designee;
- to ensure each project-employee receives PowerSchool training and signs the SIS access form.

DIRECTOR

On behalf of _____, I have read, understand, and will comply with the requirements of Pulaski County Public Schools' data agreement.

Project Director's Signature

Date

Project Director's contact information:

APPROVAL

Reviewed and approved this date:

Superintendent or designee

Date