

Data Management Group Policy

Sharing Data with Researchers

Policy Identification Number: DMG-2009-001-RR

Policy Name: Sharing Data with Researchers

Effective Date: August 13, 2009

Approval Authority: Data Management Group

Statutory Reference: FERPA, NC State Board of Education Policy

Policy Statement: A Memorandum of Agreement (MOA) between NCDPI and any organization or individuals conducting educational research is required for the release of any Personally Identifiable Information (PII) about individuals.

Reason for Policy: To protect PII about individuals, when sharing data with researchers.

Policy Details and Related Documents:

FERPA permits release of PII to organizations conducting studies to do any of the following:

1. Develop, validate, or administer predictive tests;
2. Administer student aid programs; or
3. Improve instruction

An MOA between NCDPI and any organization or individual conducting educational research is required for the release of any PII. The DPI-approved MOA template is available on the DMG website. Each data recipient within the organization or affiliated to the individual that signs an MOA will sign a confidentiality agreement indicating his/her understanding and agreement to abide by all laws regarding the security of confidential data and all NCDPI policies regarding their use. A confidentiality agreement template is available on the DMG website (if your organization does not already have an existing confidentiality agreement for this purpose). PII shall not be released to anyone other than persons in the organization who have a research need and who have signed a confidentiality agreement. The PII shall be destroyed (or returned to DPI) when it is no longer needed for the purpose for which it was obtained.

Related Documents: Sample Confidentiality Agreements:

<http://www.ncpublicschools.org/data/management/research/>

Contacts: The Division of Data, Research and Federal Policy is the proponent for this policy. Questions related to this policy or exception to the policy should be directed the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author
002	6/18/2013	N/A	Update of Division name	Diane Dulaney
003	9/11/2014	N/A	New related documents	Diane Dulaney

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