

Commitment to Confidentiality for CHRR Staff and Agents

PURPOSE: Staff members of The Ohio State University's Center for Human Resource Research, along with all agents associated with CHRR (including but not limited to space users, interviewers and print/documentation contractors), will **commit to a pledge of compliance** to the standards and regulations described in this document.

CHRR BACKGROUND: The Center for Human Resource Research, founded in 1965, is a multidisciplinary research organization affiliated with the College of Social and Behavioral Sciences of The Ohio State University. Concerned with a wide range of contemporary problems related to developing and conserving human resources, the Center is responsible for designing survey instruments, overseeing field work, and generating and disseminating fully documented data sets to researchers in government, private research organizations, and universities around the world.

CHRR CONFIDENTIALITY REGULATIONS:

1. Information learned about individuals or establishments in the course of research, either in locating attempts, interviewing, data abstraction from secondary sources, or incidentally, may be used only for research purposes connected to CHRR grants and contracts. Any other research use of this information requires prior approval by the director. The total confidentiality of individuals and organizations must always be assured.
2. Individually-identifiable data will be used only for statistical purposes and will be accessible only to authorized persons within CHRR or as specifically approved by the director.
3. Survey documents must be stored in such a way that prevents access by unauthorized individuals.
4. Documents such as printouts, photocopies or other documents with respondent names or other identifying information must be stored, used in a manner for which they were intended, and disposed of in a secure manner. Digital media must be stored appropriately, used in a manner for which it is intended, and given to a member of the Systems Team for sanitization and disposal.
5. No one with access to any privileged information related to any CHRR-connected projects may use this information for any purpose not required by CHRR grants or contracts without prior approval by the director.

AGREEMENT

I have carefully read this Commitment to Confidentiality for CHRR Staff and Agents document and agree to abide by CHRR's confidentiality regulations. I understand that the standards apply to me. I also understand that this agreement, relative to the confidentiality of CHRR respondents and documents, is applicable both during and after employment or association with CHRR.

PRINT NAME _____

SIGNATURE _____

DATE _____

Please keep a copy of this pledge for your records and return the original to:

CHRR
Human Resources Department
921 Chatham Lane, Suite 100
Columbus, Ohio 43221