**Data Access and Confidentiality Agreement**

The purpose of this document is for a research team member who is involved in research that utilizes a restricted dataset to understand and acknowledge their responsibilities of accessing this data with the Principal Investigator ("PI"), who is the data steward, or another individual who has been designated as the Designated Data Steward ("DDS") by the PI. The restricted data set was obtained or collected for research and/or educational purposes at University of Washington Tacoma ("UWT"). This research work is affiliated with UWT and UWT faculty and/or staff:

1. University of Washington Tacoma (UWT) and an external collaborator/university/research organization (Partner) \_\_\_\_\_[name of organization]\_\_\_\_\_\_\_\_\_\_\_have agreed to terms of data use through a separate dually signed agreement such as a data use agreement, non-disclosure agreement, or research agreement that is on file with UWT.
2. Principal Investigator (PI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for data security and confidentiality. As such, the PI must keep on file a signed copy of this document for all research team members.
3. Designated Data Steward (DDS) (if different from PI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This DATA ACCESS AND CONFIDENTIALITY AGREEMENT is entered into by and between PI and/or DDS and research team member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Restricted data, documents and study information associated with this project and accessed through the UWT network will remain confidential (including but not limited to, raw data, output files, analysis results, passwords, preliminary data runs, draft manuscripts/interpretations/reports).
* Project information produced by the research team member will remain confidential. This includes the ideas, opinions and information communicated verbally, electronically or written by UWT faculty or staff or other research team members. Research team members will refrain from sharing the above with any other person unless permission is obtained from PI or DDS to do so.
* All restricted data and documents shared by PI or DDS with the research team member and/or products produced by the research team member will be stored in a single designated and secure location so that other individuals and computers (networks) are unable to access these files, documents and products.
* The research team member will not independently share with others any project related data, analyses, results, or study information (verbal, electronic or written) stemming from this work without the involvement and permission from the PI and/or DDS.
* The research team member agrees that no files will be downloaded or printed from the restricted dataset(s). No data is to be kept in the research team member's possession.

The signatures below indicate agreement between all parties.

Printed name of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of Designated Data Steward (if different from PI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Designated Data Steward: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of Research team member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Research team member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_