

## Assurance of Confidentiality of Survey Data

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The California Department of Education is firmly committed to maintaining the confidentiality of individual respondents' data obtained through surveys.

### PROCEDURES FOR MAINTAINING CONFIDENTIALITY

1. All survey administrators shall sign this Assurance of Confidentiality.
2. All survey administrators shall keep completely confidential the names of respondents, all information or opinions collected, and any information about respondents learned incidentally. Survey administrators shall exercise reasonable caution to prevent access by others to survey data in their possession.

### PLEDGE OF CONFIDENTIALITY

I hereby certify that I have carefully read and will cooperate fully with the above procedures on confidentiality. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I give my personal pledge that I shall abide by this Assurance of Confidentiality.

My signature below indicates I have read and agree to the Pledge of Confidentiality.

SURVEY ADMINISTRATOR NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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