

Understanding Regarding the Use of Information Gathered for CHASCo

The Coalition for Healthy and Safe Campus Communities (CHASCo) members, comprised of both public and private institutions, have an interest in assuring appropriate confidentiality for the data gathered through Coalition activities. Members also have a proprietary interest in that information, since they are assuming the internal costs of administering the survey. CHASCo has an interest in collecting the survey data to help support both campus- and community-based public policy decisions and policies. Additionally, CHASCo has an interest in assuring that this information is not made available to third parties without appropriate permission by each participating CHASCo member. CHASCo members conduct their activities with the following understandings:

1. Specific survey data provided by the company overseeing the survey will be provided directly to the institution. All student identifiers will be removed from the data.
2. The company overseeing the survey will provide CHASCo aggregate survey results broken out by sector (TBR, UT, Private) and the three grand divisions (West, Middle and East).
3. CHASCo will provide the de-identified aggregate results, with a list of survey participating institutions to each participating institution. No institution will be able to be identified or singled-out as the data is aggregated. If confidentiality can be ensured, CHASCo will provide to participating institutions de-identified aggregate data at greater levels of granularity such as regional, county and/or sector.
4. CHASCo will provide the de-identified student survey data to the Division of Alcohol and Drug Abuse Services (DADAS) or its designated contractor for their data collection purposes associated with understanding the alcohol and other drug issues in Tennessee across the lifespan. CHASCo will provide data to DADAS or its designated contractor with following the understandings:
 - a. DADAS or its designated contractor will keep the data encrypted and in secure locations including password-protected computers under lock and key.
 - b. DADAS or its designated contractor agree to abide by the terms in this agreement that are applicable to any participating institution. The data will be accessed only by staff who have agreed to abide by this data use agreement.
 - c. **All** student identifiers will be removed from the data before they are delivered.
5. Full-access to survey data: **All** student identifiers removed and all other identifiers (e.g., institution) will be de-identified through re-coding with separate encrypted lookup table/file. Under this option, CHASCo, DADAS or its designated contractor will recode identifying variables and store in a separate location an encrypted lookup table/file.

6. CHASCo explicitly recognizes the value of research and publication in higher education. Accordingly, any CHASCo member, DADAS or its designated contractor may undertake and publish studies using CHASCo data in professional associations and publications so long as appropriate confidentiality is preserved. At a minimum, participating institutions may not be identified by name and CHASCo may not be identified as the source of the information without written permission of CHASCo.

As an official representative from the institution named below to work with CHASCo, I hereby signify that I understand and agree to follow the guidelines stated in the Understandings above.

Chief Student Life Official and Date (Please Print)

Signature

Institution