

**Exhibit 4:**

*Seeding Success Partnership  
Data Confidentiality Agreement*

*To be signed by any staff member, consultant, volunteer or individual who participates in a meeting, email exchange, document review, or other communication where data related the Seeding Success Partnership is displayed or discussed (verbally or in writing), provided that those individuals are not members of the institution that provided the data.*

**Agreement**

*1. The data that accompanies this confidentiality agreement (and that I encounter from time to time in the course of my exposure to the Seeding Success Partnership work) (collectively, the “Data”) is intended for continuous improvement around shared community goals. Intended uses for the Data include: (i) providing targeted support(s) to students, (ii) tracking in rapid-time student progress and indicators, (iii) developing and improving interventions aimed at moving community-level outcomes, (iv) developing and improving student individualized instruction, service plans and predictive formative assessments, (v) identifying and recruiting students into programs that will benefit them academically, and (vi) reporting quarterly, aggregate data for Partners’ compliance, and/or performance management This explicitly prohibits use of any and all data for publication and/or public dissemination eg. Press releases, marketing materials etc.*

*The guiding principle in sharing the Data is the protection of clients’ information. By informing students, families, and data contributors about how information about them will be used and by protecting it when it is provided, we will develop more trust in our communities. This agreement is part of a practice developed to build and maintain this trust.*

*2. The Data (and additional data that I encounter from time to time in the course of my exposure to the Seeding Success Partnership work):<sup>12</sup>*

- a. Was compiled to drive continuous improvement around shared community goals of the Seeding Success Partnership; is a reflection on our entire community, which shares accountability for current reality and future results; and is not and cannot be used to indicate the success or failure of any one program, school, organization, partnership, or population.*
- b. May not be shared or discussed with any other party, unless such party has been approved by the Seeding Success Partnership to see the data and has signed a Seeding Success Partnership Data Confidentiality Agreement.*

*3. Data compiled and presented by an institution about its own programs, initiatives, etc. may be used according to the policies and practices of that institution without restriction. Seeding Success is not held accountable for data use presented by a specific institution about its own programs.*

*4. I will immediately notify Seeding Success if I become aware of any actual or potential unauthorized data disclosure.*

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<sup>1</sup> While we recognize that the data we discuss may be available in the public domain, such public data is often difficult to find and interpret. Because we have *formatted* this data in ways not previously done, we consider it Seeding Success Partnership data. As such, it should not be shared outside of this meeting/project/communication.

<sup>2</sup> The guidance above applies to data collected by organizations *other than your own*.

**5. In no cases may the Data be shared with media, and/or the general public, without written permission of the agency that provided the Data and without complete context and clear acknowledgement of the broadly shared accountability for results.**

*Note that sharing – verbally or in writing – any or all of this data could result in dismissal from the Seeding Success Partnership and/or a termination of funding and other supports provided by Seeding Success and/or legal action.*

*Recognizing that we all have occasion to invite support of the Seeding Success Partnership work, Seeding Success maintains a list of data points that staff, Board members, and Partners are encouraged to use to described needs and successes. If you need a copy, please ask Catherine Joyce- [cate@seeding-success.org](mailto:cate@seeding-success.org)*

**Signature**

*I will not share nor discuss the Data – verbally or in writing – with any other party (unless that party has signed a Seeding Success Partnership Data Confidentiality Agreement). I agree that, in explaining our Collective Impact work, I will pull from information that is widely available to the general public. Finally, I understand that even if Seeding Success does not distribute this Form at a convening where data is discussed, Seeding Success does not waive the above requirements for confidentiality.*

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE: Seeding Success will retain these data request forms in secure locations.**