1.1 Protecting Sensitive Data for Studies

The University of Alaska will disclose information from education records, including student names and other personally identifiable information, (“information”) to Contractor for the purpose of conducting the ______ study for on the following conditions:

a. The study shall be conducted in a manner that does not permit personal identification of students by individuals other than representatives of Contractor.

b. The officers, employees, and agents of Contractor may use the information only for the purposes of conducting the ______ study.

c. Contractor will not disclose the information to any other party without the prior consent of the student.

d. The information shall be destroyed when no longer needed by Contractor for the purposes for which the study was conducted.

If Contractor violates these conditions, the University of Alaska will not allow Contractor access to personally identifiable information from education records for at least five years.

1.2 Information Safeguards for Third-party Agreements

Third-party agreements established with contractors, consultants, or external vendors, as a result of this solicitation, shall provide for a written assurance and plan to appropriately safeguard information. The plan and safeguards shall be in accordance with federal and state laws and University regulation and policy. Vendors with access to or that pass restricted information shall provide for the following:

a) Agents and affiliates shall observe federal and state laws to include University policy for privacy and security.

b) The agent or affiliate shall provide a plan for the implementation of administrative, technical, or physical security strategies to prevent disclosure of restricted information by the agent, affiliate, or other third parties including subcontractors except as otherwise provided by University agreement or contract terms. The information safeguard plan shall be signed by a responsible, authorized agent of the contractor.

c) The information safeguard plan shall outline the access, authorization permissions, or restrictions necessary to fulfill contractual obligations and provide for the information safeguards. All access points are documented on the plan along with provisions for termination of those access points. The information safeguard plan shall be considered an additional contract document.

d) The information safeguard plan shall specify for the destruction or return of restricted information upon completion of contractual duties to include the named responsible agent of the contractor for this action.

Sensitive Digital Data & Privacy Compliance Form may be required to be submitted with a contract for IT services that involves Personal Identifiable Information (PII).