

Master Data Sharing Agreement (MDSA)

between

**Utah State Board of Education
and
Utah Education Policy Center**

This Master Sharing Agreement (“**Agreement**”) is entered into between the Utah State Board of Education (“**Board**” or **USBE**), and Utah Education Policy Center (**UEPC**).

WHEREAS, USBE has constitutional and statutory authority for the general control and supervision of the public education system pursuant to the Utah Constitution Article X, Section 3 and Utah Code Title 53A Chapter 1;

WHEREAS, the Parties have a valid mutual interest in USBE’s disclosure and “UEPC” use of education records or personally identifiable information for the purpose of audit or evaluation of federal or state funded programs.

WHEREAS, the Board is subject to Federal Education Records Privacy Act (FERPA), 20 U.S.C. § 1232g and its implementing regulations, 34 C.F.R., Part 99, which generally requires written consent for disclosure of educational records or personally identifiable information to third parties;

WHEREAS, the information shared between USBE and “UEPC” will include education records with personally identifiable information;

WHEREAS, FERPA exception 20 USC 1232(g)(b) (choose A, B, C, D, E, or F) covers this situation and allows the sharing of the Personally Identifiable Information contemplated under this Agreement.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. **Purpose:** The purpose of this Agreement is to facilitate USBE’s ability to share data with “UEPC” for the purpose of audit or evaluations or federal or state funded programs.
2. The following **Definitions** apply to this Agreement:
 - a. “Education records” includes all information accessed, collected, stored, processed, disclosed, de-identified, created or used, including metadata and Personally Identifiable Information.
 - b. “Metadata” includes all information created manually or automatically to provide meaning or context to other data.
 - c. “Personally Identifiable Information” or “PII” includes both direct identifiers (such as a student’s or other family member’s name, address, SSN, student number, or biometric

number) and indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name). Indirect identifiers that constitute PII also include metadata about student interaction with an app or service, or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty.

3. **Data Sharing:** It is understood and agreed that when USBE needs information from data maintained by “UEPC”, that USBE and “UEPC” will securely send student level for the above stated purpose to be matched and that “UEPC” agrees that the sharing of data files, including derivative files, and data files resulting from merges, matches, or other uses of education records are subject to this Agreement.
 - a. *Disclosure of Data:*
 - i. *USBE may disclose personally identifiable information consisting of all data described in the accompanying Exhibit B.*
4. **Term.** This Agreement is effective for three (3) years from the date signed by the parties, unless terminated sooner in accordance with the terms and conditions herein. This Agreement may be renewed for a one-year period for two years thereafter if agreed to at least 30 days in advance of the term expiration date and in writing signed by both parties.
5. **Request for Data.** At the time a party requests data maintained by the other party, the description of the data to be shared and any additional terms relating to that data sharing shall be stated in a separate Data Request (Exhibit A), signed by the parties, that (1) is made subject to the terms of this Agreement; (2) specifies the personally identifiable information from education records to be disclosed; and (3) describes how the personally identifiable information from education records will be used with sufficient specificity to describe how the PII will be used and to make clear that the sharing of this data, including the PII, is within the purpose set forth in this Agreement. The persons who are authorized to sign the writing are:

USBE

Name:

Title: Superintendent of Instruction (or designee)

Agency

Name: _Andrea K. Rorrer, PhD_____

Title: _Director, Utah Education Policy Center_____

6. **Confidentiality and Non-Disclosure.** The parties agree to use data only for those purposes described this Agreement or as required by law and under the following conditions:

- a. The parties shall have sufficient safeguards in place to ensure the data obtained is used only for the purpose stated in this Agreement.
 - b. Data in electronic format shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal, or any other means.
 - c. The data shall not be stored on any server accessible by unauthorized personnel.
 - d. At the request of the donor party, the receiving party shall identify all personnel, by position, authorized to request and receive the data.
 - e. The parties shall limit access to, and use of, the data to only those persons who have a legitimate interest in the data provided under this Agreement, and shall do the following in regards to those individuals:
 - i. require a non-disclosure agreement to be signed by those persons;
 - ii. maintain past and current lists of all individuals to whom a party has determined to allow access to education records because the individuals have legitimate educational interest in the data and education records;
 - iii. maintain each non-disclosure agreement signed by its employees and shall permit inspection of the same by the other party upon request;
 - iv. notify the donor party in writing within 48 hours when an individual, who has had access to education records, is no longer with the receiving party;
 - v. notify the donor party in writing within 48 hours if an individual's privileges to access education records has been withdrawn and the date withdrawal occurred;
 - vi. shall not disclose the data or education records to individuals who have not been determined to have a legitimate educational interest, who have not received training, and who have not signed a non-disclosure agreement; and
 - vii. ensure that PII contained in the data is protected from further disclosure.
 - f. The parties will publish the results of their audits and evaluations in a way that protects the privacy and confidentiality of the students who were the subjects of the data that was provided. The parties will ensure that students cannot be directly or indirectly identified in published reports. For example, when publishing tables, cell suppression and other methods of disclosure avoidance will be used so that students cannot be identified through small numbers displayed in table cells.
7. **Data Security:** The parties will have whole disk encryption on computers used for accessing or storing reports from the data. Each party will limit access to the data using appropriate security controls in accordance with the most recent NIST 800-53 guidelines in transmitting, encrypting, storing, and maintaining data: <http://www.nist.gov/publication-portal.cfm>, and comply with the State of Utah Information Technology Resources Acceptable Use Policy found at: <http://dts.utah.gov/employee-state/statewide-dts-policies/index.php>.
8. **User Training:** The parties agree to train authorized users accessing information under this Agreement on relevant statutes prescribing confidentiality and safeguarding requirements, disclosure prohibitions, and penalties for unauthorized access or disclosure. The parties shall have the right to review disclosure training and request or suggest any changes necessary. The

parties shall maintain past and current lists of individuals attending training and the related training materials.

9. Additional Security Measures: The parties shall:

- a. Store any data provided by the other party in an area that is physically secure from access by unauthorized individuals at all times.
- b. Maintain each other's data only until such time that the data is no longer needed for the specific purpose described in the applicable Data Request attached as Exhibit A, or upon termination of this Agreement, whichever occurs first. At that point, the data will be destroyed within 30 days, except for disclosed information possessed by any court.
- c. Refrain from duplicating the data other than as required for disaster recovery.
- d. Report any data breach to the party that provided the information immediately upon discovery and cooperate to mitigate any concerns.

10 .Indemnity: To the extent that both parties to this Agreement are governmental entities as defined in the Governmental Immunity Act of Utah (U.C.A. 63G-7-101 et. seq.), nothing in this Agreement shall be construed as a waiver by either or both parties of any rights, limits, protections or defenses provided by the Act. Nor shall this Agreement be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this Agreement is otherwise entitled. Subject to and consistent with the Act, each party will be responsible for its own actions or negligence and will defend against any claims or lawsuits brought against it. There are no indemnity obligations between these parties. Nothing in this provision is meant to excuse either Party from statutory damages described under UCA 53A-1-1411.**11. Monitoring:** The parties shall permit each other the right of a compliance review, no more frequently than once per calendar year, to ensure that the provisions of the Agreement are upheld and will maintain a system sufficient to allow an audit of its compliance with the disclosure and confidentiality and access to data sections above this Agreement. As an alternative, a party to be audited may furnish the results of a mutually agreeable 3rd party audit to the other party.

12. Amendments: This Agreement may only be amended by the mutual written agreement of the parties. No provision in this Agreement may be waived, except pursuant to a writing executed by the party against whom the waiver is sought to be enforced. Any such waiver shall not be construed as a waiver by such party of any subsequent breach under this Agreement.

13. Public Information: The parties agree that this Agreement will be a public document, and may be available in accordance with the State of Utah's Government Records Access and Management Act (GRAMA). Each party gives the other express permission to make copies of this Agreement in accordance with GRAMA.

15. Governing Law: This Agreement shall be governed by the laws, rules, and regulations of the State of Utah.

16. Assignment: Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party.

17.Independent Contractors: The parties are independent contractors, and no agency, partnership, joint venture or employee-employer relationship is intended or created by this Agreement. Neither party may take any binding action on the other party.

18. .Entire Agreement: This Agreement constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written

IN WITNESS WHEREFOR, the parties sign and cause this Interagency Agreement to be executed.

UTAH STATE BOARD OF EDUCATION

By: _____

Its: _____,

Date_____

Utah Education Policy Center

By: _____

Its: _____,

Date_____

Exhibit A

Data Request

Date of Request:

TO:

Utah State Board of Education

Chief Privacy Officer:

From: _____

Requestor:

__Agency Name_____

1. This Data Request is subject to the terms and conditions of that certain Master Data Sharing Agreement (MDSA) Between Utah State Board of Education and State Board of Regents dated _____ .

2. Description of data to be shared:

3. Purpose of Sharing:

4. Specific duration of this sharing effort:

Approvals:

UTAH STATE BOARD OF EDUCATION

[Name of Requesteign Agency]

Signature: _____

Signature: _____

Date: _____

Date: _____