Data Privacy and Security

The Utah Data Alliance, Utah’s state longitudinal data system is a collaborative, multi-organizational partnership that seeks to enhance the quality of educational research and analysis in Utah regarding policies, practices, and programs by utilizing an integrated and confidential statewide longitudinal data system. The Utah Data Alliance provides policy and decision makers research findings with the goal of improving education and workforce policy and practice.

The Utah Data Alliance takes seriously the privacy and security of education and workforce records. The UDA incorporates several strategies to maintain the privacy and security of records. They include the following. Additional details about each item can be obtained by contacting the Utah Data Alliance at www.utahdataalliance.org.

- **Compliance with the Family Educational Rights and Privacy Act (FERPA)**
The Utah Data Alliance and its database are compliant with the Family Educational Rights and Privacy Act. UDA data are only reported in aggregate and cell sizes less than ten are not reported. Persons with access to the data cannot identify or attempt to identify individuals in the database. The six partner agencies have completed a Memorandum of Understanding in order to share data and all staff have signed non-disclosure agreements.

- **De-Identified Individual Level Records**
All records in the Utah Data Alliance database are de-identified and do not include any Personally Identifiable Information (PII) including but not limited to name, home address, national or state identification numbers, fingerprints, genetic information, exact date of birth, or parent /family member identities.

- **Encryption and Secure File Transfer Protocol**
All data are encrypted before files are sent from the data providing agency to the Utah Education Network through an SFTP. All files and each field stored in the database are encrypted.

- **Two-factor Authentication and Remote Desktop**
All users accessing the database are required to use two-factor authentication including a knowledge factor (password) and possession factor (sequence-based token). Once the user authenticates, the user enters credentials (username and strong password) through active directory LDAP into the secure Remote Desktop, housed on a secure server maintained by the Utah Education Network at the downtown data center.

- **Secure Data Room**
All persons not affiliated with a UDA partner agency who are granted access to conduct an approved study using individual level data are required to access data on a secure computer located at the offices of the Utah Education Policy Center.

- **Application for Access and Institutional Review Board (IRB) Approval**
The Utah Data Alliance welcomes applications from researchers, state agencies, research centers, LEAs, postsecondary institutions, and individuals who wish to conduct research using data in the UDA database. All persons not affiliated with a UDA partner agency are required to submit an application for access and obtain Institutional Review Board (IRB) approval. Data requests are granted to persons who can demonstrate their inquiry meets FERPA exceptions to use individually-identifiable data.

- **Data Breach Insurance**
The Utah Data Alliance and the Utah Education Network maintain a data breach insurance policy in the event that there is a breach of the database. Insurance offers cost-free credit reporting to breached individuals.

*Utah Data Alliance partner organizations include the Utah State Office of Education (USOE), Utah System of Higher Education (USHE), Utah College of Applied Technology (UCAT), Department of Workforce Services (DWS), the Utah Education Network (UEN), and the Utah Education Policy Center (UEPC).*