# Memorandum of Understanding (MOU):

# Sharing Private Data with University of

# Minnesota Faculty and Researchers – Example

# *This document offers a standard MOU template data owners and data practitioners can use as a guide when sharing private data with University of Minnesota faculty and researchers.*

# Background and Overview

The administrative procedure [Sharing Data with University Faculty and Researchers](https://policy.umn.edu/it/securedata-proc05) found in the University Policy Library is associated with the policy on Information Security. This procedure is to be used by data owners and data practitioners when responding to requests from University of Minnesota faculty and researchers requesting private data.

The Administrative Procedure references a "non-disclosure agreement" in the Procedure Guidelines section. The following example offers a guide to follow when a non-disclosure agreement or MOU is needed for sharing private data with University faculty and researchers. To use this sample MOU, simply cut/paste the text below and make the necessary edits to meet the specific need of a given data request. In addition, those requesting private data are asked to share a scope of work document or language used in their respective [Institutional Review Board (IRB)](https://research.umn.edu/units/irb) application.

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Tuesday, April 2, 2019

Data Sharing Agreement

The <name of unit providing data> at the University of Minnesota agrees to provide <name of recipient>, <title of recipient>, <unit name of recipient>, the data described below to be used solely for <add text describing the request, for example: “conducting a survey of currently enrolled TC campus International students to identify specific challenges faced by international students and to ascertain international students preferences for pedagogical methods.”>

Data Provided:

<Description of data, for example: A unit record data file (in EXCEL) of a random sample of currently enrolled (Fall 2018) Twin Cities campus international students containing contact name, email address, academic career, college of enrollment, gender, country of citizenship.>

The recipient of this data agrees to:

* Read and follow the policy on Information Security administrative procedure Sharing Data with University Faculty and Researchers
* Store the data in a secure location.
* Use the data only for the project described above.
* Not share the unit record data with anyone outside of the project team and make the project team aware of the non-public nature of the data.
* Only share aggregate data in a way so individual students may not be reasonably identified.
* Not publish the data in any way without the approval of the <name of the office providing the data> at the University of Minnesota.
* Delete all data from all devices and storage locations when the project is complete.

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Signature Date

<Name of recipient> - <Title of recipient>

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Signature Date

<Name of provider> - <Title of provider>

Description of data provided including a variable list

**SERU variables:**

The de-identified data will include demographic information (gender, ethnicity, family birth location for calculating immigrant status, social class, family income, parents’ education, ability to speak English, year in college, living arrangement), variables related to financial stress, college major/aspirations.

**Central data**

graduation rates: collapsed by graduated, withdrawn, enrolled