

## **Statistics in the Community at Michigan (STATCOM@UMICH)**

### **POLICY REGARDING CONFIDENTIAL INFORMATION**

In order to promote a free exchange of information and complete openness with clients, Statistics in the Community at Michigan (STATCOM@UMICH) maintains a policy of strict confidentiality on all projects. When requested by the client, confidentiality statements will be signed. However, only the Purdue forms will be used for this purpose.

Confidential information includes:

- Name, services, location, and size of client
- Written materials provided by the client
- Client evaluations of STATCOM@UMICH services
- Software, parts, materials, equipment, etc., provided by the client
- All correspondence, technical information, reports, etc., provided by STATCOM@UMICH
- Any other information or items that could reveal our work with a client to people or groups outside of the STATCOM@UMICH staff, management and faculty.

With the consent of the client and the STATCOM@UMICH manager, information may be given to persons outside of STATCOM@UMICH on an as needed basis. This situation usually occurs when a faculty colleague is consulted on a project, or when a referral is being made. With the consent of the client, information about the client and a project may be used for various promotional purposes such as annual reports, brochures, newspaper articles, job interviews, etc.

No information may be disclosed without the full knowledge and consent of STATCOM@UMICH and the client.

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Signature

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Date

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Full Name (please print)