Inclusion in the 2024-2025 NCDPI Cohort 16 or 17 21st Community Learning Centers (CCLC) Competitive Grant Program indicates the applicant’s interest in working with North Carolina’s Public Schools as well as the students, teachers, administrators, and parents associated with those schools. As a result, the applicant organization may encounter data generated by the North Carolina Department of Public Instruction or local school districts which is confidential under state law, federal law, or both state and federal law.

All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329, 34 C.F.R. Part 99. Accordingly, the organization must refrain from including personally identifiable information\* in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, the organization must take all necessary precautions to protect the confidentiality of all personally identifiable information. Adherence to FERPA means meeting each of the detailed items below. Check off each item to certify the applicant’s full understanding and adherence to the policy.

*Double-click on the gray text box field; applicant will then be prompted to confirm the data field should be “checked.”*

**[ ]**  The applicant certifies that the organization, and all agents, employees, and staff members within this organization, will comply with all laws and regulations governing the confidentiality of student records including, but not limited to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329, 34 C.F.R. Part 99.

**[ ]** All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA) guidelines. I will refrain from including personally identifiable information in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, I will take all precautions to protect the confidentiality of all personally identifiable information.

**[ ]** In all respects comply with the provisions of FERPA. For purposes of this agreement, “FERPA” includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation.

**[ ]** Use the data shared under this agreement for no purpose other than work authorized under Section 99.31(a)(6) of Title 34 of the Code of Federal Regulations. The applicant further agrees not to share data received under this Confidentiality Agreement with any other entity without the NCDPI approval. 21st CCLC grantee agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this agreement and any relevant records of the applicant for purposes of completing authorized audits of the parties.

**[ ]** Maintain all data obtained pursuant to this agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of this agreement in the same manner as the original data. The ability to access or maintain data under this agreement shall not under any circumstances transfer from the applicant to any other institution or entity.

**[ ]** Not to disclose any data obtained under this agreement in a manner that could identify an individual student, except as authorized by FERPA, to any other entity. The applicant agrees to abide by the NCDPI “small numbers” policy of deleting all data items that include any group of students less than five (5).

**[ ]** Not to provide any data obtained under this agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(6)(iii) of Title 34, Code of Federal Regulations.

**[ ]** Destroy all data obtained under this agreement when it is no longer needed for the purpose for which it was obtained. Nothing in this agreement authorizes the applicant to maintain data beyond the time period reasonably needed to complete the purpose of the request. All data no longer needed shall be destroyed or returned to the NCDPI in compliance with 34 CFR Section 99.35(b)(2).

\*PERSONALLY, IDENTIFIABLE INFORMATION (PII): Any information about an individual maintained by an agency, including any information that can be used to distinguish or trace an individual's identity such as name, social security number, date or place of birth, mother's maiden name, biometric records, and any other personal information that is linked or linkable to an individual.

*Registered Agent Signature certifies the applicant’s full understanding and adherence to the Data Integrity and Confidentiality Certification policy.* ***(Note, an original, hand–written signature or official electronic signature is required.)***

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| **Printed Name of Fiscal Agent Chief Administrator** |  | **Organization Name** |
|  |  |       |
| **Signature of Fiscal Agent Chief Administrator** |  | **Date** |