## 1.8. Data Collection Procedures

[*A description of the data collection procedures should be incorporated into the DAP. This description should include how personal identifying information of respondent are protected.*

*Each method of data collection has its inherent risks for data security and potential breach of privacy.*

* *Paper collection – how are PII data safeguarded? For example, in the NAEP HSTS, names of students are removed from transcripts and replaced by a linking ID to the NAEP study.*
* *Electronic data collection – Describe secure servers, encryptions, etc. Are PII removed prior to transmission?*
* *Other modes of collection – telephone, laptops, tablets, etc. – provide the flow of data and identify all personnel that may have contact with the raw, unperturbed data.* ]