Data Privacy Policies

Some of the projects you are working on involve sensitive, proprietary, or confidential information. To protect the integrity of the research and the privacy of the participants and collaborators, the following expectations apply:

1. Confidentiality of Research Materials
You may not share, distribute, or discuss any unpublished research materials, data, code, survey instruments, internal documents, or preliminary results outside the research team unless you receive explicit permission.

2. Privacy of Respondent and Participant Information
- Do not share any identifying information, responses, or data containing personal details (e.g., names, emails, IP addresses).
- Do not copy or store personal data on unapproved devices or cloud services.
- Do not use research data for purposes outside the project without explicit permission.

3. Work Product and Attribution
All materials you produce as part of this research (code, memos, datasets, etc.) remain part of the project and should not be reused or presented externally (e.g., classwork, job applications, GitHub) without prior approval. You will be credited appropriately in publications based on your contribution.

4. Project Conclusion
When your work on the project concludes, you will:
- Delete all copies of project-related files from your personal devices, email, and cloud storage (e.g., Google Drive, Dropbox, desktop folders). Ensure that you only delete your copy and not the shared version.
- Return or confirm deletion of any physical or digital materials shared with you during the project.
- Not retain or use project materials (e.g., datasets, code, survey instruments, memos) for other purposes unless explicitly approved or they are already publicly available (e.g., part of a replication package).

Signature: _____

Printed Name: _____

Date: _____