

DS 785 – Data Science Capstone Course

Statement of Confidentiality

It is acknowledged and understood that capstone projects undertaken for the DS 785-Capstone course may involve exposure to confidential information that the capstone host site or other stakeholders involved in the capstone project want to keep confidential.

The expectation regarding confidential information for purposes relating to DS 785-Capstone projects is that data, information, trade secrets, or other information related to proprietary ideas, products or services must not be disclosed or reported on without having first received the express written consent from the business, company or other relevant stakeholders hosting the capstone project.

Communication with Host Site about Confidentiality Concerns

Confidentiality of information should be discussed with appropriate representatives of the project host site having the insight and authority to discuss maintenance of confidential information.

Stakeholders at the project host site can be informed that for purposes of undertaking a capstone project for the DS 785-Capstone course there is no expectation that information or data that may jeopardize the capstone host site's mission, goals, objectives or competitive advantage will have to be revealed.

There is an expectation that for successful completion of the DS 785-Capstone course there will be sufficient information available about the capstone project leading to the development, organizing and writing of a final report that may be filed or cataloged in the archives of a University of Wisconsin campus library. Reports can be written in such a way as to safeguard the confidentiality of information.

Safeguards for Confidentiality

Below are a number of safeguards that may be implemented to offer assurance of confidentiality to a site hosting a capstone project.

Representatives from the project host site and be offered the opportunity to read the final report before submission.

For reporting purposes, it may be possible to report on techniques, methods or processes rather than reporting on confidential findings related to a specific dataset.

In the final report, it is acceptable to note that some project details have been altered so as to preserve anonymity of the company, organization or data involved with the capstone project.

It may be possible to aggregate data to report collectively on groups or subgroups that fall outside the issues or concerns related to confidentiality.

In a capstone project situation where more extensive procedures are needed to maintain assurance of confidentiality, the procedures should be identified by appropriate representatives of the capstone host site and then the DS 785-Capstone course instructor should be informed of the procedures.