

AASTEC CONFIDENTIALITY POLICY

Protecting the confidentiality of the Tribes and community members that we serve is of utmost importance to AASTEC. AASTEC's confidentiality policy encompasses:

- All AASTEC staff are certified in research ethics, including human subjects protection, confidentiality and privacy practices.
- All AASTEC research protocols are reviewed and approved by Tribal Institutional Review Board(s).
- All electronic data is stored on a firewall and password protected server that is only accessible to AASTEC staff.
- All completed surveys and other materials with personally identifiable information are stored in locked file cabinets at all times.
- Consent forms are stored separately from completed survey forms.
- A unique identifier is created for AASTEC electronic databases to protect the confidentiality of participants.
- Personal identifiers are not included within AASTEC databases or reports.
- Tribal specific data is not reported without permission from tribal leadership.
- Any tribal specific data belongs to the tribe from which it was collected.
- Community interviewers are trained on the importance of protecting confidentiality prior to data collection and sign a confidentiality agreement with AASTEC.
- Destruction/disposal of materials that contain personally identifiable information is conducted in compliance with IRB guidelines. A certificate of destruction from a professional document destruction service is available upon request.
- AASTEC strives to establish data sharing agreements with participating Tribes and partners, including State of Departments of Health and the Indian Health Service.