SIMC USER DATA CONFIDENTIALITY AGREEMENT

Service Insights on MealConnect

Agency Name: Agency ID:

Thank you for your participation in Care and Share Food Bank's Service Insights on MealConnect (SIMC) program. Your signature below indicates that you agree to the following guidelines:

1. Agree, in good faith, to attempt to collect all data from neighbors.
2. Agree to keep all neighbor data confidential. This includes:
    a. Collecting information in a private area.
    b. Not leaving your computer unattended when inputting neighbor data.
    c. Limiting password sharing.
    d. Logging out of SIMC and closing your browser window when you are done using it.
    e. Providing ongoing training to staff and volunteers in maintaining data confidentiality.
3. Agree to keep all neighbor data secure. This includes:
    a. Limiting access to the data export feature to authorized individuals within your organization.
    b. Exporting the least identifiable data that you need to perform your task.
    c. Printing de-identified data only when absolutely necessary.
    d. Destroying printed data (e.g., shredding) and deleting downloaded data immediately following its use.

Thank you for all you do to serve your community!

ACCEPTED AND AGREED:

Your Full Name (please print)	Signature	Date