

ANR Cooperative Extension Risk Assessment Best Practices

Information – Confidentiality of Information

A. Liability to UCCE and to Collaborators

1. Discuss confidentiality issues with collaborators prior to research
2. Adequately document collaborative agreements with sponsors and agencies, working with ANR Office of Contracts and Grants and/or Office of the Controller and Business Services to address confidentiality issues and “official information” status
3. Retain records subsequent to a public records request
4. Design research so that confidentiality can be preserved
5. Receive prior consent before publicizing projects that place the co-operators’ identities in the public eye
6. After completing research, discard anything of a preliminary/draft nature that does not include research data that is an integral part of the final product to avoid disclosure under public records requests
7. Delineate and provide guidelines as to what **can** be shared with the public, what **must** be shared with the public and what **should not** be shared with the public
8. Provide media and other training to advisors and staff on confidentiality issues, privacy of information, and public records request
9. Comply with records retention program, retaining records subsequent to a public records request
10. Make only appropriate public comments (via conferences/public meetings/news interviews), solicited or unsolicited, of a partial or evaluative nature

B. Sponsor Expectations/Restrictions

1. Route all agreements, especially those involving confidentiality, through designated administrative channels for review and execution
2. Enter only into grants and contracts that do not hamper or modify research methods based on sponsor expectations
3. Work closely with ANR Office of Contracts and Grants to avoid the pitfalls of inappropriate sponsor expectations or restrictions