

**MEMORANDUM OF UNDERSTANDING REGARDING CONFIDENTIALITY FOR  
THE CENTER OF CRIMINAL JUSTICE RESEARCH**

Department of Criminal Justice  
California State University, San Bernardino

**Project Staff Form**

I, \_\_\_\_\_ am an authorized member of the California State University, San Bernardino research team hired to perform data collection and analysis for projects contracted by the Center for Criminal Justice Research. I have been informed and understand that the data may contain confidential information regarding crime victims or offenders, sensitive policing issues, crime and safety issues, and other confidential facts or statistics. I agree to keep all such data contained in electronic databases, electronic storage media, paper documents or other forms of storage in a secured manner, which limits access to such data strictly to those individuals who have written authorization to access the data. I will not divulge, transmit, share or allow access to these data to anyone outside of the authorized research team.

Upon completion of my employment at the Center, I agree to return all original and copied documents containing any portion of the confidential data supplied during my employment with the Center for Criminal Justice Research. I agree to permanently delete and expunge all electronic media containing said data including but not limited to hard disks, floppy disks and other magnetic media and laser based storage media at the direction of the project management, upon completion of the project or termination of employment.

I understand that no portion of the data, analysis or reports created during my employment is to remain in my or other person's possession upon completion of my employment. I will not knowingly allow any other member of the research team to violate the terms and conditions of this Memorandum of Understanding Regarding Confidentiality. I understand that I may be held civilly and criminally liable for willfully violating the confidentiality of participants of the projects by retaining data or divulging said data to unauthorized persons or organizations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name