

Data Management Group Policy

Requests for Personally Identifiable Information by External Organizations or Individuals

Policy Identification Number: DMG-2009-002-RR

Policy Name: Requests for Personally Identifiable Information by External Organizations or Individuals

Effective Date: August 13, 2009

Approval Authority: Data Management Group

Statutory Reference: N/A

Policy Statement: All requests for Personally Identifiable Information (PII) (data at individual level) must be approved by the State Superintendent or designee (current designee: Division of Data, Research and Federal Policy).

Reason for Policy: To protect PII about individuals and to consolidate to a single entity within DPI the approval of the release of this sensitive data.

Policy Details and Related Documents:

FERPA permits release of PII to organizations conducting studies to do any of the following:

1. Develop, validate, or administer predictive tests;
2. Administer student aid programs; or
3. Improve instruction

Requests for PII must be in writing to the State Superintendent (or designee). The State Superintendent (or designee) will approve or deny the request. The transfer of data approved by the State Superintendent (or designee) will be coordinated by the appointed NCDPI Data Manager.

A Memorandum of Agreement (MOA) between NCDPI and any organization or individual conducting educational research is required for the release of any PII; see DMG-2009-001-RR. A copy of the data request and any subsequent MOA and/or confidentiality agreement will be stored with all source system areas involved in the data request and release.

Related Documents: DMG-2009-001-RR Sharing Data with Researchers.

Contacts: The Division of Data, Research and Federal Policy is the proponent for this policy. Questions related to this policy or exception to the policy should be directed the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author
002	6/18/2013	N/A	Update Division name	Diane Dulaney
003	9/11/2014	N/A	Minor technical corrections	Diane Dulaney

This policy applies to all data used by the agency in the performance of its mission. This data includes any that is collected, stored, processed, and/or disseminated using DPI information systems.