



Columbia Greene Addiction Coalition Assurance of Confidentiality of Survey Data

Columbia Greene Addiction Coalition (CGAC) is committed to maintaining the confidentiality of individual respondents' data obtained through the CGAC Readiness Survey.

Procedures for Maintaining Confidentiality

1. All those who are involved in the survey and reporting of results shall agree to this assurance of confidentiality.
2. All survey administrators shall keep completely confidential the names of respondents, all information or opinions collected, and any information about respondents learned incidentally. Individual responses or data potentially traceable to an individual (e.g., school district, zip codes, townships and the like) will not be shared for any purpose. Survey administrators shall exercise reasonable caution to prevent access by others to survey data in their possession.

Pledge of Confidentiality

I hereby certify that I have carefully read and will cooperate fully with the above procedures on confidentiality. I will keep completely confidential all information arising from surveys concerning individual respondents to which I gain access. I will not discuss, disclose, disseminate, or provide access to survey data and identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by personnel whom I supervise. I understand that violation of this pledge is sufficient grounds for disciplinary action. I also understand that violation of the privacy rights of individuals through such unauthorized discussion, disclosure, dissemination, or access may make me subject to criminal or civil penalties. I give my personal pledge that I shall abide by this assurance of confidentiality.

I have read this, and I agree to the Pledge of Confidentiality.

Signature: Hannah Calhoun

Date: 2/6/2024

Hannah Calhoun, Executive Director

Signature: Cassandra Martell

Date: 2/6/2024

Cassandra Martell, Asst. Director

Signature: Joshua Powell

Date: 2/6/24

Josh Powell, Data Consultant