



# Data Use/Privacy Agreement

## DATA USE/PRIVACY AGREEMENT BETWEEN UCAN AND CHICAGO PUBLIC SCHOOLS

**Contract/Services Agreement:** B2OF  
**Dated:** 7/1/2022

As outlined in the above referenced contract, Exhibit C-Approved Scope of Student Data Collected includes the following:

**Purpose / Scope** shall be as follows: *(only include the following agreed upon items). Sharing beyond the below scope is considered a breach of confidentiality.*

**Part I - Student Data Shared by CPS Required and Student Data Usage:** Vendors, identify which of the Category I points of Student Data will be required to provide the Services pursuant to this Agreement, follow the prompts below, and provide the appropriate response as required.

<b><u>Student Data Required:</u></b> The Vendor requires the following Student Data elements necessary to provide the Products and/or Services under this Agreement:	<b><u>Student Data Usage:</u></b> Description of each Student Data element will be used to provide Products and/or Services under this Agreement:	<b><u>Approved for Product/Service:</u></b> The Student Data elements will apply to the following Products/Services:
First Name; Last Name; Student Email Address; Grade; Classroom; Teacher, School, Language, and Age	Case management, workforce services, outcomes tracking	Case file: documentation of case management, job placement, outcomes tracking
First Name; Last Name; Age	Student payroll	Case file Varsity Link file (payroll agency)

**Part II - Data Collected from Students:** Vendors, identify what data is collected, gathered, stored, or maintained from users by the platforms used to provide the Services under this Agreement.

<b><u>Data Collected</u></b>	<b><u>Reasons for Collection</u></b>	<b><u>Where that Data is Stored (optional-not required under SOPPA)</u></b>
SS#, birthdate, address, phone number, emergency contact information, parent/guardian consent, educational report (such as report card, transcripts), background check (if needed by employer). Resume (includes data listed on this exhibit as well as. work history)	Case management, job placement, student payroll, outcomes tracking	EVOLVE database (agency database)

UCAN will share agreed upon data with Chicago Public Schools (CPS) which in turn will be shared with the following program partners: University of Chicago, Lifeline to Hope, Varsity Link, Employer Partners, and Community Partners.

Data will be shared with CPS via a secure Google Drive link. The Google Drive link is specific to UCAN and can only be accessed by identified UCAN staff.

Data will be shared when requested by CPS. Reporting timeframes include a monthly data upload to the Google Drive link. Data upload dates were provided to UCAN. Data will be shared via an Excel document.

Individuals that have access to the data include:

- UCAN: B2OF Program Associate Vice President, Program lead; Performance and Quality Improvement Vice President, Director, and Quality Improvement Specialist
- CPS: Toni Copeland, Director of Student Supports and Violence Prevention and other as designated.

Supporting Document: UCAN's Confidentiality Policy