

Addendum C

**DATA REQUEST
CONCERNING THE RELEASE OF ELECTRONIC DATA**

Pursuant to CJD 05-01 Section 4.40(f): Colorado Judicial Department Public Access Policy

Requested By: _____ Date: _____

Agency/Organization of Requesting Party, if applicable:

Agency/Organization on behalf of whom data request is being made, if applicable: _____

Mailing Address: _____

Telephone Number: _____ e-mail: _____

Data Requested (identify specific data elements):

Timeframe of data being requested (e.g. Fiscal Year 2015; calendar year 2010 through calendar year 2014):

The following applies to this request:

There is a statutory mandate (identify specific statute _____) that requires access to the data.

Statutory authority exists requiring a program evaluation. That statutory authority is _____.

Furthermore, I represent that specific identifying information is necessary to complete the evaluation.

I am evaluating programs that are relevant to services provided to court or probation clients. The services are: _____.

I am supporting the operation of a judicial program or practice, namely _____.

_____.

Has an Institutional Review Board (IRB) approval been obtained? ___ Yes ___ No

If no, has IRB approval been requested? ___ Yes ___ No

Has IRB approval been waived? ___ Yes ___ No

If IRB approval has not been requested or waived, is it your intent to request IRB approval or waiver? ___ Yes ___ No ___ Not applicable

Provide the following attachments:

___ Project Overview (approximately 1 page describing the purpose for requesting the Judicial Department data, the intended outcome(s) of the study or use of the data [i.e. what will be learned as a result of the study or use of the data] and the study design being employed, if applicable);

___ Consent forms to be used with study participants, if applicable;

___ Approval or waiver from an IRB, if applicable.

I understand and agree to the following:

- (i) The data may be used only for the purposes specified above;
- (ii) The data are current as of the date and time that the data are gathered and are subject to change;
- (iii) The data will not be sold or otherwise distributed, directly or indirectly, to third parties;
- (iv) The data will not be used, directly or indirectly, to sell a product or service to an individual or the general public;
- (v) The data will not be copied or duplicated;
- (vi) The data will not be made available on the Internet;
- (vii) The data will not be tampered with or modified other than through analytical processes necessary to accomplish the study design or use of the data as described above;
- (viii) The data will not be provided to anyone without prior authorization from the Judicial Department;
- (ix) The data will be kept confidential by every person working with the data or on the research, including subcontractors;
- (x) Any reports generated utilizing the data will exclude identifying information and results will be reported in the aggregate unless authorized by the SCA or his/her designee;
- (xi) If the data is confidential or is otherwise not accessible by the public pursuant to federal statute or regulation, state statute, court rule, court order or this policy, every person working with the data or on the research, including subcontractors, will undergo and pass a criminal background check that shows no violation of federal, state, or local criminal codes that would adversely affect the person's ability or fitness to access Judicial Department data and view confidential information. Determinations regarding passing the background checks(s) shall be at the sole discretion of the Judicial Department;

- (xii) Each person working with the data or on the research will provide the Judicial Department with a completed “Colorado Judicial Department Authorization for Release of Information” allowing the Judicial Department to conduct the background check;
- (xiii) The Judicial Department will complete the background check at no cost to the entity receiving the data; and
- (xiv) The Judicial Department may assess a cost recovery fee for the compilation of data.

I hereby release from liability and waive my right to sue the Judicial Department and its employees and agents for any claimed loss of privilege or other claimed injury due to disclosure of allegedly confidential or privileged information.

Date

Signature

Print Name

Title

for Agency/Organization (if any)

For internal use only:

Project overview provided to Judicial Department? Yes No

Consent forms required by Judicial Department? Yes No

Consent forms reviewed and approved? Yes No N/A

IRB approval or waiver required by Judicial Dept.? Yes No

Copy of IRB approval or waiver obtained by Judicial Dept.?

IRB: Approval Waiver N/A

Background checks completed? Yes No

Date requesting entity was notified of results of background check: _____

If any background checks did not clear project staff, specify who is excluded from working with Judicial Department data:

Judicial Department contact person for this project:

Request is: Approved Denied

If request is approved, date data provided: _____

Comments: