



Hawai'i Data eXchange Partnership Certification of Data Destruction Form

A. DATA USER'S CERTIFICATION

In accordance with my signed DXP Confidentiality Agreement, I certify that, for Hawai'i Data eXchange Partnership (DXP) Project ID# _____:

- The original datasets containing individual-level data loaned to me from the DXP have been destroyed using secure deletion tools. (see <https://www.hawaii.edu/askus/706> and/or <https://www.nist.gov/publications/nist-special-publication-800-88-revision-1-guidelines-media-sanitization> for more information on securely deleting electronic data.)
- All individual-level information derived from analyses of the aforementioned data, even if in de-identified format, have been destroyed using secure deletion tools.
- All files, directories, or computer or other electronic storage containing the aforementioned data and information, whether in electronic or hard copy format, have been permanently deleted or otherwise destroyed.
- Any and all data products (e.g., aggregate view, dissertations, publications, including drafts, etc.) created with DXP data to be shared with anyone outside of the named data users of this project, have been provided to the DXP to review for appropriate suppression to protect individuals' privacy and confidentiality.

Data User Name: _____

Position Title: _____

Organization: _____

Department/Unit: _____ Phone: _____

Email Address: _____ Cell _____

Data User's Signature

Date

B. SUPERVISOR'S / ADVISOR'S ACKNOWLEDGMENT

If data was use for compliance reporting, the supervisor/advisor must be the individual ultimately responsible for ensuring secure maintenance of data and subsequent data destruction in alignment with data retention requirements:

- For HDOE: Data Governance & Analysis Branch Director
- For UH: Campus Executive Data Steward(s) of the data involved
- For DLIR: Division Administrator

Name: _____

Position Title: _____

Signature

Date

Email your completed Certification of Data Destruction Form to dxp@hawaii.edu.