



# IRIS User Confidentiality & Data Security Agreement

Your organization has agreed to partner with the University of Kansas Center for Public Partnerships and Research to provide access to Integrated Referral and Intake System (IRIS), a web-based communication application.

This Agreement must be read and agreed upon by each IRIS User before an account is activated. Violation of this Agreement is grounds for termination of an individual's IRIS account.

## **Data**

IRIS input consists of limited personally identifiable demographic information on children, families, and households; information contained in measurement and assessment instruments; and aggregate information from organizational reports (herein referred to as "Data").

Data entered into IRIS belongs to your organization, partnering organization, and any funding agencies providing access to IRIS for your community.

## **Confidentiality**

All data held within IRIS shall be treated as confidential. The confidentiality of the data and the trust and confidence placed in your clients and partnering agencies must be protected at all times.

In particular, IRIS users agree to:

1. Comply with all relevant Terms of Use Agreement, Community Memorandum of Agreement, and Contract Agreements your organization has established.
2. Not share login information with anyone.
3. Report loss of a password, any actual or attempted unauthorized access, use, or disclosure of PII/PHI to IRIS Admin ([irisadmin@ku.edu](mailto:irisadmin@ku.edu)) immediately.
4. Use and access IRIS solely for the purpose of sending, receiving, and updating information on referrals.
5. Follow all federal, state, and local laws and regulations applicable to your collection, sharing, and distribution of the Data.