

## ASSETT VIP Service - Data Management Preferences

By participating in ASSETT's Visualizing Instructional Practices (VIP) Service, you have engaged in a process intended solely to help *you* collect data about your own teaching. We do not advocate for using the content of these observations in an evaluative or comparative manner, and we do **not** provide your data or any subsequent reports to department administrators or any external entities that may use it for these purposes.

However, your data is quite valuable to us. Not only for marketing and improvement of the VIP service, but also for our own internal research purposes. For example, these data can help us validate the observation protocols we use, create and develop instructional profiles, and provide valuable information to help OIT understand how various academic technologies are being used in classrooms across the campus.

Ultimately, how we handle your data is up to you. Importantly, we will not share your identifiable data without your consent. While we would greatly appreciate your willingness to share your data with us, we value and respect your privacy and concerns above all else.

Please indicate how you would like us to manage your data:

\_\_\_\_\_ Allow ASSETT to preserve my **identifiable** data for internal use

\_\_\_\_\_ Allow ASSETT to preserve my data for internal use, but **de-identify my name and title** (instructor will be anonymous)

\_\_\_\_\_ Allow ASSETT to preserve my data for internal use, but **de-identify my name, title, and the course number** (instructor & course will be anonymous)  
^ *Recommended minimum baseline to provide us with useful data*

\_\_\_\_\_ Allow ASSETT to preserve my data for internal use, but **de-identify my name, title, course number, and department** (fully anonymous)

\_\_\_\_\_ Please destroy all copies of my data

\_\_\_\_\_ Other: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_