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Encouragement Services, Inc.  
812.876.5055

5931 West State Road 46

Bloomington, IN 47404  
[www.esi.cc](http://www.esi.cc)

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## **Policy on Securing and Limiting Access to Personal and Confidential Information March 2009**

ESI adheres to the highest standards of securing and protecting personal information stored on its computers. ESI permits no public access to any personally identifiable student data collected by its programs.

ESI generally permits no use of personally identifiable student data for research or evaluation purposes. Access to personally identifiable data is limited to ESI program administrators and persons authorized by students and parents. An exception to this policy occurs when the authorized school contact or program contact authorizes data release (for that school or program) for purpose of research or evaluation to a reputable third-party that subscribes to federal and state privacy standards.

ESI allows public reporting of aggregate data that are not personally identifiable. At its discretion, ESI may permit access to qualified researchers data for research purposes that are consonant with ESI's mission.

ESI adheres to the core standards set forth by the Association of Computer-based Systems for Career Information (<http://www.acsci.org>).

*Revised 4 May 2010.*