CUSC-CCREU 2025 Survey of First Year Students

(the “Survey”)

**Confidentiality Agreement**

**BETWEEN:**

**[name of institution]**

(the “Institution”)

- and -

**PRA Inc.**

(Prairie Research Associates)

**WHEREAS:**

1. PRA Inc. is responsible for administering annual surveys on behalf of the Canadian University Survey Consortium – Consortium canadien de recherche sur les étudiants universitaires (CUSC-CCREU) for institutions that participate in the surveys, a project that has been ongoing since 1994. The surveys are designed to obtain information from undergraduate Baccalaureate students about their experience at their Institution, their assessment of programs and services provided by their Institution for their learning and personal development, their motivations for attending the Institution, and other matters.
2. The Institution wishes to participate in this Survey by supplying a sample file containing certain personal information, including email addresses and names, of students at the Institution to PRA Inc.

**NOW THEREFORE** the parties agree as follows:

1. For the research to be of value it is necessary for PRA Inc. to contact individual students directly and to seek their voluntary participation in the survey.
2. The results of this research will help the Institution identify aspects of the undergraduate student experience that should be improved to enhance programs and services for students. The parties believe that it is in the public interest for the Institution to have information that will assist in improving the student experience both inside and outside the classroom.
3. The Institution agrees to submit a sample file to PRA Inc. containing the email addresses and names of students registered at the Institution by a date agreed upon by the Institution and PRA Inc.
4. PRA Inc. shall not use the email addresses or any other contact information for any purpose other than soliciting participation in this Survey.
5. PRA Inc. shall not disclose any personal information about any individual obtained in the course of administering the Survey to any other person or organization except the subcontractor engaged by PRA to host the online survey and send the invitations and reminders to participate by email. The subcontractor is bound by the same conditions outlined in this document as are applicable to PRA.
6. Reports based on the information obtained through the survey will contain aggregate data in a manner that the information cannot be linked to a particular individual.
7. PRA Inc. will destroy all electronic records of the students’ email addresses and names after the Survey is completed.

**IN WITNESS WHEREOF,** the parties hereto have signed this Memorandum of Understanding on the date written below.

**Signed for the Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Signature |  | Position |  |
| Email |  | Phone |  |

**Signed for PRA Inc.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  Date |  |
| Signature |  | Position |  |
| Email |  | Phone |  |