

# **POLICY ON USE OF CLIENT DATA IN RESEARCH**

**North Central Ministry Development Center  
516 Mission House Lane  
New Brighton, Minnesota 55112**

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*To the Client: Please sign the release statement below so that data from your file can be used under the provisions stated here. Please read the policy and ask an NCMDC staff member to respond to any questions you may have about it.*

## **Use of client data for research:**

NCMDC works on the assumption that the client\* and/or the judicatory shares with NCMDC the ownership of her/his scored and written materials. Aggregate data drawn from files of past clients of NCMDC can be helpful in guiding future counseling. Therefore, NCMDC assumes that use may be made of your data, grouped together with data from other clients, for research. Use of such data will not identify the clients whose data are being used.

## **Protection of client confidentiality:**

The Board of Directors and staff of NCMDC regard the confidentiality of client records as an absolute priority. Files are kept in a locked room not used for reception of clients or counseling to ensure against loss from access by unauthorized persons, or misplacement. Client files are retained in locked storage for seven years. After seven years, the file is destroyed. In the unlikely event that NCMDC should cease to exist, your file will be destroyed or sent to another Church Ministry Development Center for research purposes, depending on the decision of the NCMDC Board of Directors.

\*For purposes of this document, the term "client" refers to the counselee.

<b>RELEASE STATEMENT</b>
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I have read the North Central Ministry Development Center's "Policy on Use of Client Data in Research." I give permission for the use of my data according to the provisions of this policy.

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*(signed)*

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*(date)*