

Virginia Department of Transportation 2009 National Household Travel Survey Virginia Add-On Data File **CONFIDENTIALITY AGREEMENT**

By signing this agreement, I request a copy of the 2009 National Household Travel Survey (NHTS) Virginia State Add-On data files for the purpose of conducting research that could not be accomplished without this dataset. I have attached a brief description of the research/topic under investigation to my signed copy of this agreement, including specific justification for the need for this dataset in this research.

I will return the signed copy and attachments to the Travel Demand Modeling Coordinator at the Virginia Department of Transportation (VDOT) via fax to 804-225-4785, or scanned and emailed to Peng.Xiao@vdot.virginia.gov.

I agree to the following terms and limitations on these files on the use of confidential data (i.e., data that are not on the Public Use dataset) by myself and others in my organization that will have access to or be working with these data:

1. **I will not share these data with anyone outside of my immediate organization** and will give access only to those who have a role in tabulating and analyzing the data for the tasks specified in the research/investigation description provided. The dataset will not be used for, or transferred to, another project at my organization or any other organization without executing a new copy of this agreement. A signed copy of this agreement will be given to each person who has access to the data, and I will monitor such access to ensure that the terms of this agreement are respected.
2. I recognize that a specific pledge of confidentiality was made to survey respondents on behalf of the Commonwealth of Virginia and the U.S. Department of Transportation (DOT). I will use these files for research purposes only and will **maintain the confidentiality of all survey respondents**, and will do so in full compliance with appropriate procedures for maintaining confidentiality of survey data.
3. I understand that the **unauthorized release** of confidential data or specific identification of households or individuals in a confidentiality-protected dataset as the NHTS **is a felony offense** and could result in criminal prosecution.
4. I agree to **consult with the Travel Demand Modeling Group at Virginia DOT**, and if necessary, with the NHTS Project Team of FHWA, **on any questions regarding the appropriate use of these data** and on how they would be described in any research work that is published. I will **share the results of the analysis and research**, published or unpublished, with the Travel Demand Modeling Section at VDOT through Peng.Xiao@vdot.virginia.gov.

I signify my assent to this agreement:

Signed: _____ Date: _____

Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Address	<input type="text"/>
E-mail	<input type="text"/>