

Request for Authority for EvaluationKit to Unlock Survey Participant Identities

Name of Employee Submitting Request: Type name in here.

Nature of the Request:

Survey participant identities need to be identified and paired with their survey response for *Enter the name of the EvaluationKit "Project" here.*

Purpose of the request? Please describe:

Describe the need and purpose for access to paired data that identifies the survey participant.

The EvaluationKit superuser that will be making this request and running a report or extracting data from EvaluationKit with paired data is *Enter the EvaluationKit Superuser's name here..*

Execution of Data Extraction:

The authorized superuser named above will call EvaluationKit, (800) 311-5656, on *Click or tap to enter a date.* to open access to GCCC paired data.

The authorized superuser will run the EvaluationKit report(s) or extract relevant data from EvaluationKit with paired data within 24 business hours of the date above, then contact EvaluationKit to suspend GCCC access to paired data.

Signatures & Approvals:

Type name in here.
EvaluationKit Superuser

Type name in here.
Vice President of Requestor
 Approved Denied

Type name in here.
Vice President for Administrative Services
 Approved Denied

Type name in here.
Director of Human Resources
 Approved Denied

Completed approval forms to be maintained in the Human Resources Office.