**Memorandum of Understanding**

**By and Between City of Hartford**

**and**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Concerning Certain De-Identified Data**

This Memorandum of Understanding (“MOU”), dated June 30, 2021, is by and between the City of Hartford, with offices at 550 Main Street, Hartford, CT 06103 (“City”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with offices at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and concerns certain Data of program participants. The City and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree as follows:

1. Both parties to this MOU are duly authorized and empowered to enter into and deliver this MOU.
2. The State Department of Children and Families Youth Service Bureau (“YSB”) is dedicated to promoting the well-being of Connecticut’s children, youth, and families (the “Mission”).
3. The City of Hartford’s Department of Families, Children, Youth & Recreation serves as the YSB for the City of Hartford.
4. In furtherance of the Mission, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall provide to City Data (the “Data”) to include, but not limited to: demographics, school information, family constellation, services provided, referrals and special issues, as may be the subject of City’s request, which request may be made by City in the form of an Excel file listing the required data fields.
5. The City shall use appropriate safeguards to protect the Data from misuse and unauthorized access or disclosure, including maintaining adequate physical controls and password protections for any server or system on which the Data is stored, ensuring that Data is not stored on any mobile device (for example, a laptop or smartphone), exercising at least the same degree of care as it uses with its own data and Confidential Information, but in no event less than reasonable care, and taking any other measures reasonably necessary to prevent any use or disclosure of the Data other than as allowed under this agreement.
6. The City may share the Data with the State Department of Children and Families only to the extent necessary to comply with State Department of Children and Families’ YSB reporting requirements.
7. The City and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall, at all relevant times hereunder, comply with any and all applicable Federal, State and local laws, including, but not limited to, those that pertain in any way to data privacy.
8. This MOU may be executed in more than one counterpart, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
9. Provided that there is a mutual agreement of the parties hereto,any amendment to this MOU must be done in writing and executed and delivered by the duly authorized representatives of the parties hereto.
10. All notices between the parties hereto relative to this MOU shall be sufficient if delivered by personal delivery, email or inter-office mail to City at Department of Families, Children, Youth and Recreation, City of Hartford, 550 Main Street, Room 305, Hartford, CT 06103, Attention: Kristina Baldwin, Assistant Director, and to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [org], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [address], Attention: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. The foregoing information concerning the recipients of notices and addresses may be changed by either party hereto in accordance with the provisions of this Section 9.

The parties hereto, as of the date first above written, have executed and delivered two (2) counterparts of this MOU concerning certain Data sharing.

**City** **[Organization Name]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kim Oliver [Name]

Director, Department of Families, [Title]

Children, Youth, and Recreation [Org]