



Council of Accountability Court Judges

Presiding Judge Thomas L. Cole
Executive Committee

Taylor Jones
Executive Director

Policy on Internal Data Requests

Purpose: This policy outlines the procedure for handling internal data requests to the Council of Accountability Court Judges (CACJ). The goal is to ensure that all data requests align with CACJ's mission and values, protect the privacy rights of accountability court participants, and optimize the allocation of staff time and resources.

Scope: This policy applies to all current accountability court team members.

Requirements for Internal Data Requests

1. **Judicial Approval:** Internal data requests must be approved by the presiding judge for the court for which data are requested.
2. **Intended Use:** Applicants must provide a detailed statement outlining the intended use of the data and plans external dissemination, if any.
3. **Executive Director Approval:** Participant-level data requests may require CACJ's Executive Director (ED) approval, or CACJ's Director of Data and Research as delegated by the ED, if the data requested are not in the program for which the requestor works.

Procedure for Handling Data Requests

1. **Submission:** All internal data requests must be submitted to CACJ through its Research Request Form.
2. **Review Process:** CACJ's Director of Data and Research will review each request to assess its alignment with CACJ's mission and privacy considerations, and to seek judicial and/or ED approval.
3. **Approval or Denial:** CACJ's Director of Data and Research will provide either written approval or denial of the data request based on its merits and potential impact on CACJ's mission.
4. **Factors for Consideration:** CACJ's Director of Data and Research will consider factors such as the purpose of the request, applicant's experience with accountability courts, and potential benefits to CACJ's mission.
5. **Data Sharing Agreement:** At the discretion of CACJ's Director of Data and Research, a formal data sharing agreement may be required for approved internal data requests.
6. **Purpose and Use Explanation:** Research requests must provide a detailed explanation of the purpose, methodology, and intended use of the requested data.



General Considerations

1. **Mission Alignment:** Requests with a clear demonstration of how they further CACJ's mission and benefit accountability courts are more likely to be approved.
2. **Privacy Protection:** CACJ is committed to protecting the privacy rights of accountability court participants, and requests must comply with privacy regulations.
3. **Resource Allocation:** Given the potential impact on staff time and resources, requests should be concise and focused on achieving meaningful outcomes.

Compliance and Enforcement: Non-compliance with this policy may result in denial of the data request or other appropriate actions as determined by CACJ's leadership.

Conclusion: This policy aims to facilitate responsible and impactful research partnerships while safeguarding the interests of accountability court participants and optimizing resource utilization at CACJ.