

**The University of North Carolina at Chapel Hill, Carolina Population Center
National Longitudinal Study of Adolescent to Adult Health
Sensitive and Romantic Data Contract**

Instructions for Completing Attachment A: Sensitive Data Security Plan

In order to use Add Health Romantic Data, the authorized researcher must abide by strict security rules intended to safeguard these very sensitive materials. Because Romantic Data are supplied together with the complete Wave I, II, III and IV datasets, only researchers who can protect the data from unauthorized access will be approved. Data security requirements are outlined below.

Even if the Investigator has a current contract, an additional application will be required, including IRB approval for this project, a nonrefundable fee, and a Security Plan specific to the Romantic Data.

The application must include a research and analysis plan that clearly outlines the necessity of obtaining the romantic links. Without adequate detailed justification for the use of these data (one to two pages), the application will be turned down.

This application must be renewed every year. Failure to renew the application or to provide the project with the required reports and documentation will result in the application's not being extended and a requirement that the data be deleted from the computer.

Application and Contract Requirements

1. The Investigator (or programmer) is the **only** person authorized to access the Romantic Data. There will be one, and only one, authorized user of the linked data. Collaborators who provide consultation will not have access to the actual data file and will be required to sign confidentiality agreements specific to the Romantic Data.

_____ I agree to this.

2. The Investigator (or programmer) is the **only** person authorized to use the computer where the data will be stored.

_____ I agree to this.

3. The office/room where the computer is located that stores the Add Health Romantic Data can **only** be used by the authorized researcher or designated programmer. Additionally, this room must have a separate lock, either digital or key, that is not shared. That is, only the Investigator and institute security personnel can unlock the door.

private office: ☐ yes ☐ no

private lock: ☐ yes ☐ no

What is the office/room number and street address where the computer is located that stores the Add Health Romantic Data?

number: _____ address: _____

Whose office is this? _____

4. When the office is not occupied by the Investigator, even for periods of time less than one minute, the office door must be closed and locked, regardless of whether or not the computer is turned on.

_____ I agree to this.

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5. The Investigator will be given data files with the Romantic Data and copies of any other Add Health data files necessary to complete the analysis. No other Add Health data files can be copied to the machine where the Romantic Data are stored but other Add Health analysis can be done with these data files by the authorized user.

_____ I agree to this.

6. All systems staff required for computer technical assistance must sign confidentiality agreements specific to the Romantic Data and receive security instructions from the Investigator.

_____ number of signed agreements included

7. The researcher will be required to make available for inspection by Add Health or designee, at reasonable hours, the physical housing and handling of all data files and any other information, written or electronic, relating to this agreement.

_____ I agree to this.

Computer System and Use Requirements

1. A stand-alone personal computer without network or Internet connections is required for storage of the Add Health Romantic Data. All software and hardware that would allow for these connections have been removed from the machine.

☐ implemented ☐ not implemented

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2. The computer is sufficiently powerful and has adequate memory and storage space to allow for any required statistical analysis as all software and data must reside on the hard drive of the stand-alone computer.

☐ implemented ☐ not implemented

3. Specify the type of computer (brand, size, desktop) that will be used.

4. What is the computer's operating system?

5. The CPU is physically locked down by either a cable attaching it to the desk or by a locking cabinet specifically designed for this purpose.

cable: ☐ yes ☐ no OR locking cabinet: ☐ yes ☐ no

6. The computer is configured to boot from the hard drive only and these new settings must be password protected in the BIOS of the computer.

implemented	not implemented
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7. Login and password software are installed on the machine or are part of the operating system allowing only the authorized researcher to use the computer.

I agree to this.

8. Encryption is used for directories containing secure data (e.g., Windows 7/8 encryption)

implemented	not implemented
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name of encryption software

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9. Secure erasure software that would allow the user to regularly clean up the hard drive of the computer by permanently deleting partial or deleted files must be installed.

☐ implemented ☐ not implemented

name of secure erasure software _____

10. A password-protected screen saver is set to activate after three minutes of inactivity.

☐ implemented ☐ not implemented

11. When the Add Health data is not being analyzed, the computer will be powered off.

_____ I agree to this.

12. A printer is attached to this stand-alone computer. All printed documents will be kept in a locked file cabinet when not in use by the researcher and will be shredded before disposal.

_____ I agree to this.

13. These data will not be backed up. The original CD with the Romantic Data file will be returned to Add Health within a month of the receipt of the data. A copy will not be kept by the Investigator.

_____ I agree to do this.

14. Passwords used in conjunction with the Romantic Data will be constructed using the following guidelines:

- be at least **(16) SIXTEEN** characters in length
- use at least one non-alphanumeric character—these are: ~!@#\$%^&*()_+={}|~\:"';'<>?,./
- use a mix of upper and lower case letters
- be very different from the last password used for that account (at least four characters not used in the previous one)
- be changed every three months

☐ implemented ☐ not implemented

15. All data files on the computer containing romantic links will be password protected at all times.

_____ I agree to this.

16. Only data files from the original Add Health CD can be copied to this computer. Additionally, no copies of data residing on this computer can be copied to other mediums such as diskette or CD.

_____ I agree to this.

17. All temporary data analysis files will be deleted every three months, at the beginning of every quarter—January 1, April 1, July 1, and October 1—and recreated, only as necessary, to complete analysis.

I agree to this.