

Attachment A
Form to Describe Sensitive Data Security Plan
for the Use of Sensitive Data from the
National Longitudinal Study of Adolescent to Adult Health

Romantic Pairs Data Stored on a Stand-Alone Computer

Romantic Pairs Contract – additional notes

Security Rules

- In order to use Add Health Romantic Pairs Data, the authorized researcher must abide by strict security rules intended to safeguard these very sensitive materials.
- Because Romantic Pairs Data are supplied together with the complete Wave I, II, III, IV, and V 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 Pairs Data.

Research and analysis plan

- 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 two years.

- Failure to renew the application or to provide the project with the required reports and documentation will result in the contract not being extended and a requirement that the data be deleted from the computer.

All requests for Romantic Pairs data must include the following information.

I. General Information

1. PI: Name _____ Institution _____
Phone _____ Email _____
2. Programmer Name (if there will be a programmer): _____
3. System Administrator (***your IT professional***)
Name _____
Phone _____ Email _____

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II. Contract Personnel

1. Each project participant and system administrator must sign a separate security pledge to be included with the contract.

As new collaborators and information technology professionals are added during the period of this contract, new security pledges must be obtained and submitted to Add Health.

PI initials I agree to this condition.

2. The Investigator (or programmer) is the **only** person authorized to access the Romantic Pairs Data.

PI initials I agree that there will be one, and only one, authorized user of the linked data.

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

PI initials I agree that only the Investigator (or programmer) will use this computer.

4. Collaborators who provide consultation will not have access to the actual data files and will be required to sign a security pledge.

PI initials I agree to these conditions.

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

PI initials I agree to this condition.

III. Detailed description of computer system where data will be stored and analyzed

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

PI initials I confirm that all capability of network and Internet connection has been removed.

2. This computer must be 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.

PI initials I confirm that the computer is sufficiently powerful and has adequate memory as specified.

3. Please tell us about the computer where you will store the Add Health data:

brand/make
(e.g., Dell, Mac, etc.)

model
(e.g., Optiplex, Dimension, iMac Pro, MacBook Air, etc.)

confirm this is a desktop

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4. Please tell us about the operating system (OS) you are using:
("build" might be Home, Pro, Education, Enterprise, El Capitan, Sierra, High Sierra, etc.)

name of OS

version of OS

build of OS

5. The computer must be 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
6. Login and password software must be installed on the machine or be part of the operating system allowing only the authorized researcher to use the computer.
☐ Implemented ☐ Not Implemented
7. The screen saver must be set to activate after 7 minutes of inactivity and a password must be required to log back in.
☐ Implemented ☐ Not Implemented
8. The CPU must be physically locked down by either a cable attaching it to the desk or by a locking cabinet specifically designed for this purpose.
☐ Yes ☐ No The CPU is locked down by a cable.
☐ Yes ☐ No The CPU is in a locking cabinet.
9. The Investigator (or designated programmer) is the **only** person authorized to use the office/room housing the computer that stores the Add Health Romantic Pairs Data

PI initials I agree to this condition, and confirm that the room listed below will be used as required.

Street Address

Office/Room #

Whose office is this?

10. The Investigator (or designated programmer) and institution security personnel must be the **only** persons able to access the office/room housing the computer that stores the Add Health Romantic Pairs Data

PI initials I confirm that the office named has a private lock (digital or keyed) that is not shared.

IV. Data Security

1. The Add Health data must be not be backed up.

PI initials I agree to this condition.

2. The original CD with the Romantic Pairs Data file must either be returned to Add Health or physically destroyed within a month of the receipt of the data. A copy will not be kept by the Investigator.

PI initials I will not keep the original data CD or a copy of it.

PI initials I will send proof of its destruction to Add Health or return it to Add Health.

3. Add Health encourages researchers to back up their program code and documentation to a secondary source that may be removed from the office (e.g., a flash drive).

PI initials I understand that I may and should back up my program code and documentation.

PI initials I understand that this does not include permission to back up the data [see #9 below].

4. Secure erasure on a spindle-type hard drive is required periodically, at the end of your project, and when upgrading to a new computer.

PI initials I have installed secure erasure software on the computer housing the Add Health data.

PI initials I will run secure erasure on the CPU monthly, at end of contract, and at computer upgrade.

Name of **monthly** secure erasure software

Name of **end-of-contract** secure erasure software

5. Secure erasure on an SSD: Periodic secure erasure is not required; physical destruction of the hard drive at the end of the project (or when upgrading to a new computer if not using the SSD in the new computer) is required.

PI initials I will physically destroy the SSD at the end of my project and at computer upgrade.

6. Whole Disk Encryption (WDE) is required for the computer housing the Add Health data.

PI initials I have installed and activated WDE for this computer.

Name of WDE encryption software (e.g., Bitlocker, Veracrypt, FileVault)

7. Only data files from the original Add Health CD can be copied to this computer.

PI initials I agree to this condition.

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8. The Investigator will be given data files with the Romantic Pairs Data and copies of any other Add Health data files necessary to complete the analysis.

No other data files (Add Health or other) can be copied to the machine where the Romantic Pairs Data are stored but other Add Health analysis can be done with these data files by the authorized user.

PI initials I agree to this condition.

9. Only one complete copy of the Add Health data is permitted.

However, time-limited interim data analysis files may be created.

Interim data analysis file(s) **must be deleted twice yearly (in January and July)** and upon completion of the project.

These files may be recreated as necessary to complete analysis.

PI initials I will securely delete interim data analysis files in January and July.

PI initials I will immediately securely erase the free space on my spindle-type hard drive.

PI initials I have an SSD-type hard drive; secure erasure of the free space is not applicable.

10. Add Health data, including interim data analysis files or subsets of the data, may not be copied to other media such as CDs or flash drives.

PI initials I confirm that no copies of the Add Health data will be made to other devices.

V. Further protocols

1. 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.

PI initials I agree to this condition.

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

PI initials I confirm that when the Add Health data is not being analyzed, I will turn the computer off.

2. A printer is attached to this stand-alone computer.

☐ I confirm that a printer is attached to the computer.

☐ No printing will be done.

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3. Please initial each of the following **required** protocols to acknowledge your agreement.

_____ All printed copies of data output will be contained in a labeled folder.
PI initials

_____ When not in use, paper copies will be stored in a locked filing cabinet.
PI initials

_____ When printouts are no longer being used by researchers, they will be shredded.
PI initials

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

- a. be at least sixteen characters in length ***[longer is stronger!]***
- b. use at least one non-alphanumeric character—these are: ~!@#\$%^&*()_+~{}|[]\:";'<>?.,/'
- c. use a mix of upper case letters, lower case letters, and digits
- d. be very different from the last password used for that account
(at least four characters not used in the previous one)
- e. be changed every twelve months
- f. must not be written down and posted by computer

_____ I agree to this condition.
PI initials

5. The researcher will be required to make available for inspection by Add Health or designee during business 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 condition.
PI initials

System Administrator

_____ I acknowledge that I consulted with the Investigator (PI).
System Administrator initials

_____ I acknowledge that I completed these Security Protocols.
System Administrator initials