

**The University of North Carolina at Chapel Hill, Carolina Population Center
National Longitudinal Study of Adolescent to Adult Health**

Designated Individual for Downloading Encrypted Files form

The task to be performed by the “Designated Downloader” has five steps:

- Download the data folder from the application on the CPC Data Portal.
- Retrieve the code required to unzip and de-encrypt the data folder (code provided by separate secure email from addhealth_contracts@unc.edu).
- Unzip and de-encrypt the data using 7-Zip.
- Install the data to the contract’s approved storage device.
- Securely erase or physically destroy the original downloaded data folder.

Date of this form: _____

The Designated Downloader is:

Name: _____

Email address: _____

Role: Contract Administrator Researcher IT

Has this person been approved by Add Health as a user on the contract? **Yes** **No**

- You can check this by looking at the User List on your application on the CPC Data Portal.
- If not already on the list, add their name, role, and email address.