Add Health
The National Longitudinal Study of Adolescent to Adult Health

UNC
CAROLINA
POPULATION
CENTER

Security Information for Remote Access to the Add Health Data

If you will be accessing the Add Health data files remotely (outside of your wired campus infrastructure), the following information is required before access permission is approved.

Researcher: _____   Contract Investigator: _____

I. Data Agreement

Add Health data, including temporary data analysis files or subsets of the data, may not be copied to other media such as CDs, flash drives, or the hard drive of the computer. All Add Health data must remain at the primary storage location (i.e., on the Server).

_____ I agree that I will not download or copy any data files.
user initials

II. Location to be used for remote access

1. Remote access from public places such as airports, libraries, and internet cafes is not permitted.

    _____ I will not access the Add Health data from public places.
    user initials

2. If additional access locations will be used, I agree to provide Add Health with the location (street address, type of building, office or room description) and duration of access from the second site.

    _____ For each remote location, I will submit a separate form for review and approval.
    user initials

3. What is the physical location that will be used for remote access?

Street Address	
Type of Building	

(e.g., private home, apartment complex, business office, campus office, etc.)

Office or Room Description	

(e.g., private locked room, home office, keyed entry, card swipe entry, roommate, officemate, etc.)

III. Workstation Set-Up

1. Please tell us about the computer you are using to access the Add Health data:

_____   _____   _____
brand/make   *model*   *laptop or desktop*
(e.g., Dell, Mac, etc.)   *(e.g., Optiplex, Dimension, iMac Pro, MacBook Air, etc.)*

2. 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   *version*   *build*

IV. Server

What type of server is being used to store the Add Health data files?
[If you don't know, contact your server administrator before answering this question.]

☐ Windows Terminal Server --*files stay on the server*
☐ Linux Compute Server --*files stay on the server*
☐ Virtual Desktop Infrastructure (VDI)---*files stay on the VDI machine*
☐ Windows File Server ---*files are transferred to the PC*
☐ Linux Samba Server --*files are transferred to the PC*
☐ Other file server (e.g., Novell, Macintosh, NAS/SAN appliance) -------------*files are transferred to the PC*

V. Connection between server and workstation

1. The campus hosting the server where the Add Health data resides has a Virtual Private Network (VPN) client for accessing campus resources from off campus. ☐ yes ☐ no

2. Have you installed the VPN client on the computer that will be used to access the Add Health data?
   ☐ yes ☐ no

   If you have not installed the VPN client, please explain why not:
   _____

3. Do you use multi-factor/2-factor authorization with your VPN? ☐ yes ☐ no

4. Who is your Internet service provider? _____

5. What type of connection will be used for Internet access? ☐ wired (preferred) ☐ wireless

6. Are you connecting to your Internet service provider through a router? ☐ yes ☐ no

   Please tell us about the router: Brand _____ Model _____

VI. Workstation Security *(all applicants)*

1. Do you have antivirus software installed? ☐ yes ☐ no

   Please specify the antivirus software: _____

2. Do you have anti-malware software installed? ☐ yes ☐ no

   Please specify the anti-malware software: _____

3. Is a password/passphrase required to log in to the computer (i.e., you are not using auto login)?
   ☐ yes ☐ no

   Because you are using a server to access the Add Health data, we recommend that you:

   ▸ Use a strong password/passphrase (16-30 characters).
   ▸ Change a password/passphrase <u>shorter than 16 characters</u> *every 90 days*.
   ▸ Change a password/passphrase <u>of at least 16 characters</u> *annually*.

VII. Workstation Security
*** fill in ONLY if you are using a server that transfers files to the PC – see IV above ***

1. Does your screensaver activate after 7 minutes of inactivity?   ☐yes ☐no

2. If your screensaver activation time is ***more than 7 minutes and is controlled at campus-level***:

   Specify screensaver activation time:_____

   _____ I agree to manually lock my screen before leaving my desk
   user initials   (i.e., I will not rely on the screensaver timeout).
   <u>*How-to*</u>: On Windows computers: Press the Windows Key + the L key. ⊞ Win + L

3. Do you have a firewall installed?   ☐yes ☐no

   Please specify the name of the firewall: _____

4. Are you using whole-disk encryption? ***** *required* *****
   (e.g., PGP, Bitlocker, FileVault)

   ☐yes ☐no   Please specify the name of the WDE software: _____

5. Please specify the name(s) of the statistical application(s) in use:
   ☐ SAS ☐ SPSS ☐ Stata ☐ Mplus ☐ R ☐ other(s): _____

6. Because your server transfers files to your PC, **Add Health requires** that the statistical applications on the local workstation be configured to point all temporary files to the secured Add Health directory on the server.

   For help establishing this configuration, see: Establishing Temp Files.

   _____ I confirm that all my statistical applications are redirecting temp files as required.
   user initials

VIII. Confirmation of Review by Researcher and Contract Investigator

_____   _____   _____
Researcher's Name   *Researcher's Signature*   *Date*

_____   _____   _____
Contract Investigator's Name   *Contract Investigator's Signature*   *Date*