

**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***

All requests for data must include the following information.

**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 Restricted-Use contract, an additional application will be required, including:

- 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 Add Health 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.

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

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**I. General Information**

1. PI Institution: \_\_\_\_\_

2. Contact information:

**Required: PI**..... Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Optional: person assisting PI**..... Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Required: System Administrator (your IT professional):** .. Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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**II. Contract Personnel**

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

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

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

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

5. \_\_\_ PI is the approved researcher **or** \_\_\_ Programmer is: \_\_\_\_\_

6. Collaborators who provide consultation will not have access to the actual data files and will be required to sign a security pledge (Attachment D).

\_\_\_\_\_ I will not grant access to the Add Health data to a Collaborator.  
*PI initials*

\_\_\_\_\_ I will get approval for a new Collaborator's Att D before adding them to the contract.  
*PI initials*

7. Information Technology professionals who need to provide assistance with the computer storing the Romantic Pairs data must sign a separate security pledge (Att D) to be included with the contract and must be instructed by the PI on the especially sensitive nature of this data.

\_\_\_\_\_ I will get approval for a new user's Att D before adding them to the contract.  
*PI initials*

\_\_\_\_\_ I will instruct IT regarding the especially sensitive nature of the Romantic Pairs data.  
*PI initials*

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

8. 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.

\_\_\_\_\_ I confirm that all capability of network and Internet connection has been removed.  
*SysAdmin initials*

9. 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.

\_\_\_\_\_ I confirm that the computer is sufficiently powerful and has adequate memory as specified.  
*SysAdmin initials*

10. 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*

11. Please tell us about the operating system (OS) on this computer:

\_\_\_\_\_  
*name of OS*

\_\_\_\_\_  
*version of OS*

\_\_\_\_\_  
*build of OS*  
(e.g., Home, Pro, Education, Enterprise, Big Sur, Monterey, Ventura, etc.)

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12. 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.

\_\_\_\_\_ I confirm that the computer is configured to boot from the hard drive only.  
*SysAdmin initials*

\_\_\_\_\_ I confirm that these settings are protected in the BIOS of the computer.  
*SysAdmin initials*

13. 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.

\_\_\_\_\_ I confirm that login and password software are installed on the machine,  
*SysAdmin initials* allowing only the authorized researcher to use the computer.

**OR**

\_\_\_\_\_ I confirm that login and password software are part of the operating  
*SysAdmin initials* system, allowing only the authorized researcher to use the computer.

14. The screen saver must be set to activate after 10 minutes of inactivity and a password must be required to log back in.

\_\_\_\_\_ I confirm that the screen saver is set to activate after 10 minutes of inactivity.  
*PI initials*

\_\_\_\_\_ I confirm that a password is required to log back in.  
*PI initials*

15. 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.

16. 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

\_\_\_\_\_ I agree that only the one approved user (PI or designated programmer) will use the  
*PI initials* office/room approved for storage and use of the Romantic Pairs data.

\_\_\_\_\_ The office/room so approved is described below.  
*PI initials*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Office/Room #*

\_\_\_\_\_  
*Whose office is this?*

17. 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.

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

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**IV. Data Security**

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

I will not back up the Add Health data – not the original data provided or variables I have created with code.

\_\_\_\_\_  
*PI initials*

19. Renewing contracts only: The original CD with the Romantic Pairs Data file must be physically destroyed. 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 have previously provided proof of its destruction to Add Health.

\_\_\_\_\_  
*PI initials*

I will send proof of its destruction to Add Health (before and after pictures).

20. 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 #25 below].

21. 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*

22. 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.

23. 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)*

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24. 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.

\_\_\_\_\_ I will not allow any other data files (Add Health or other) to be installed to this computer.  
*PI initials*

25. 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.

\_\_\_\_\_ 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.  
*PI initials*

26. Add Health data, including interim data analysis files or subsets of the data, may not be copied to other media (including – but not limited to – CDs, flash drives, the hard drive of the computer, phone, or tablet).

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

**V. Further protocols**

27. 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 will always close and lock the door to this office when I leave, regardless of how long I will be out.  
*PI initials*

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

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

29. Printing may be done only on a printer 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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30. 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*

31. 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 a mix of upper case letters, lower case letters (digits and special characters are optional).
- c. be very different from the last password used for that account (at least four characters not used in the previous one)
- d. be changed every twelve months
- e. must not be written down and posted by computer

\_\_\_\_\_ My password is at least 16 characters long with a mix of upper and lower case letters.  
*PI initials*

\_\_\_\_\_ I change my password at least every twelve months.  
*PI initials*

\_\_\_\_\_ I do not have my password posted by the computer.  
*PI initials*

32. 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 will be available (with reasonable notice) for Add Health to inspect the physical housing and handling of all data files and other information relating to this agreement.

\_\_\_\_\_  
*SysAdmin initials*

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## 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*