

Secure Data Facility Access Agreement
Add Health Data
Carolina Population Center, UNC-CH

In consideration of my request to be granted use of the Secure Data Facility (SDF) to access (name of data file(s) and dates of authorized use):

_____	_____
_____	_____
_____	_____
_____	_____

I _____ (please print), am aware that the Secure Data Facility (SDF) is being made available to me by the Carolina Population Center in order to protect information in the files identified above. Specifically, SDF equipment and procedures are intended to prevent the release of any of the data in a form permitting identification of research subjects.

I am also aware that I can be held legally liable for any harm incurred by individuals or establishments who have provided or are described in the information contained in the above work files to which I will have access.

Having familiarized myself with policies established by the data provider and with the contents of **Secure Data Facility Procedures**, I agree:

1. To make no copies of any files or portions of files to which I am granted access.
2. To hold in strictest confidence the identification of any establishment or individual that may be inadvertently revealed in any documents or discussion, or analysis. Such inadvertent identification revealed in my analysis will be immediately brought to the attention of the data provider.
3. Not to remove from SDF any written notes pertaining to the identification of any establishment, individual, or geographic area that may be revealed in the conduct of my research at SDF.
4. To allow the inspection of any material I may bring to or remove from the SDF.
5. Not to provide access to the SDF, or to reveal SDF entry codes to anyone.
6. Not to reveal the userid or password of any SDF computer accounts assigned to me.
7. Not to use the SDF resources to access a data set outside of the time period specified above.
8. To avoid inadvertent disclosure of persons, families, or households by using the following guidelines in the release of statistics derived from the data set.

1. In no table should all cases in any row or column be found in a single cell.
2. In no case should the total figure for a row or column of a cross-tabulation be fewer than three.
3. In no case should a quantity figure be based upon fewer than three cases.
4. In no case should a quantity figure be published if one case contributes more than 60 percent of the amount.
5. In no case should data on an identifiable case, nor any of the kinds of data listed in preceding items 1-3, be derivable through subtraction or other calculation from the combination of tables released.
6. Data released should never permit disclosure when used in combination with other known data.

If any of these conditions are violated, I understand that authorization to use the SDF may be withdrawn.

Signature:

 Researcher

 Date

 Faculty Sponsor (if applicable)

 Date

 SDF Manager

 Date

 CPC Director

 Date

Copies to:

- CPC SDF and Director Files
- Researcher
- Principal Investigator
- Joyce Tabor