Data-Use Agreement

The Russia Longitudinal Monitoring Survey-Higher School of Economics (RLMS-HSE) began in 1992 and as of 2012 had collected 21 rounds of data. The RLMS-HSE obtains information on health, health care, reproduction, nutrition, income, assets, expenditures, employment, time use, and education from members of a nationally representative sample of Russian households and from the households themselves. Starting with Round 5 (Phase 2), we have collected information about the communities in which the households are located. In Rounds 10 and 12, a sexual history component was added to the individual interview. In Round 19, a Family Planning and Reproductive Health Module was collected among women. While none of the data files contain direct identifiers, the potential exists for deductive disclosure of respondents' identities.

All RLMS-HSE data collected at the levels of the individual, household, and community are free and available via the World Wide Web. A data-use agreement is required for the use of these data, and approval by the local IRB (ethics committee) is also required for the restricted (sexual history, and reproductive health) data. For access to any of the restricted data, the local IRB application must provide further details about the use of these data and the way confidentiality and data security will be handled. The application must state that the applicant will not share any data with any scholar who is not named in the IRB application. Furthermore, all scholars named in the IRB application must be from the same institution. Potential users at different institutions must apply for these data separately.

Scholars wishing to use the restricted data must submit a plan to their IRB that handles confidentiality and human subjects’ protection for their local institution. A signed formal agreement from the IRB, detailed in article G below, must be received by the RLMS-HSE team.

A scanned copy of the data-use agreement will be accepted to start the application review, but it must be followed by the original signed paper agreement.

In order for us to distribute the data, while abiding by requirements of the Public Health-Nursing Institutional Review Board at the University of North Carolina at Chapel Hill, it is necessary that potential users agree to follow the guidelines set out below.

Terms of Agreement

In order to protect the anonymity of respondents to the Russia Longitudinal Monitoring Survey, the undersigned researcher, who is applying to receive any RLMS-HSE data, hereinafter called “confidential data,” and also his/her parent institution (center, department, or other legally, established entity), must agree to abide by the following guidelines:

A. The researcher will use confidential data only for the purposes he/she outlines in document 1 referred to in G., below.
B. The researcher will not share these confidential data with anyone whose name does not appear in document 2 referred to in G., below. “Sharing” includes not only providing data as received from RLMS-HSE staff, but also providing secondary information obtained from the confidential data. This is not meant to hinder publication of the results of analyzing confidential data, but publication must not risk the violation of respondents’ anonymity. **The researcher must attest that he/she will not disseminate the RLMS-HSE confidential data to anyone not listed as a member of his/her research team and, if applicable, included in his/her IRB application.** These persons must be at the same institution. Under no terms can data be shared with scholars at other institutions without their also following similar procedures. In other words, sharing is allowed only at the institution whose human protections form and signature are provided by the applicant researcher(s).

C. The researcher will use confidential data only on the premises of the department or institute whose chair or director has signed this agreement. Before these data may be moved to another department or institute, a new agreement specific to the new location must be submitted for approval, including all applicable signatures.

D. The researcher affirms that he/she has the capacity to restrict access to confidential data. Such capacity may include features of a computer operating system, software that removes electronic images of data from physical storage devices, locking cabinets in which to store the disks on which confidential data, including back-up copies, are written, and the training of personnel who will handle confidential data.

Please note that the RLMS-HSE data does not contain specific identifying information, but the data are still susceptible to deductive disclosure. The researcher should refer to [Security Plans for Restricted-Use Data](#) to find examples of security plans to assist in protecting this confidential data. If the researcher acquires the sexual history or reproductive health data, then one of the first three scenarios (Stand-Alone Computer, External Hard Drive, or Private Network) must be implemented to secure the data. If the researcher acquires the household- and individual-level or community-level data, then one of the remaining security plans should be sufficient to secure the data. The RLMS-HSE staff reserves the right to judge the adequacy of whatever protections are chosen for the confidential data.

E. The researcher will use the restrictive measures - such as those listed in D., above - to which he/she has access in safeguarding RLMS-HSE confidential data.

F. The researcher will not make any statement indicating or suggesting that interpretations drawn are those of the RLMS-HSE or the University of North Carolina at Chapel Hill.

G. The researcher encloses with this agreement the following documents:

1. A brief description of the research he/she intends to undertake using confidential RLMS-HSE data.

2. A list of the names and organizational affiliations of all those with whom he/she will engage in this research at the same institution.
3. A description of the means by which he/she will restrict access to confidential RLMS-HSE data, as outlined in D., above.

4. A description of the means by which he/she will restrict dissemination of these RLMS-HSE data.

5. For use of the sexual history or reproductive health data, a document, in the form in use at his/her institution, signifying the approval of the local institutional review board (ethics committee) for: (a) the research described in document 1, above; (b) the security measures described in document 3, above. If these conditions have not already been met, see http://www.hhs.gov/ohrp for more information and guidance.

If the research project involves use of US government funding, 1) the IRB must be certified by the U.S. National Institutes of Health, and 2) if the institute in question is not located in the U.S., it will be necessary that its ethics committee be registered with the DHHS Office of Human Research Protections and that the country obtains Federalwide Assurance (FWA).

H. The researcher will report to Dr. Barry Popkin, at popkin@unc.edu, any breach of this agreement within 15 days of his/her discovery of such breach. Furthermore, the researcher will indemnify, defend and hold harmless the University of North Carolina at Chapel Hill and the data sources from any claims and losses accruing to any person, organization, or other legal entity as a result of the researcher’s violation of this agreement.

I. The researcher will use the following acknowledgement in all publications resulting from use of the RLMS-HSE data: "We thank the Russia Longitudinal Monitoring survey, RLMS-HSE, conducted by the National Research University Higher School of Economics and ZAO “Demoscope” together with Carolina Population Center, University of North Carolina at Chapel Hill and the Institute of Sociology RAS for making these data available."

J. The researcher will destroy all downloaded data upon completion of the undertaken research described in document 1, above.

Within approximately two weeks of receiving a completed data-use agreement and the necessary enclosures described above, RLMS-HSE staff will notify the undersigned researcher of whether they have approved the nature of the proposed research and the means by which the researcher will restrict access to confidential data. If these two approvals are given, within another three weeks RLMS-HSE staff will make the data available on the web, in Stata, SPSS Portable, or PDF format, as appropriate.

The data will be available to the researcher for download on the web until the researcher’s IRB approval expires or until the next round of RLMS-HSE data is ready to be made available on the web, whichever occurs first. At that time, it will be the researcher’s responsibility to either obtain additional approval from their institutional review board (ethics committee), or apply again to obtain the newest round of data. If the researcher obtains additional IRB (ethics committee) approval, then only the form, described in document 5 above, should be sent to the appropriate address listed below. If the researcher needs access to the newest round of data, then
A new Data-Use Agreement should be completed and sent to the appropriate address listed below.

The following form must be completed in full, signed, scanned, and emailed, along with the supplemental documentation outlined in G. above, as follows. In signing a Data-Use Agreement, the researcher acknowledges that a violation of its terms may result in his/her becoming subject to punitive legal action.

For those requesting RLMS-HSE data who are located in Russia, mail the completed form to:

Ms. Svetlana Sokolova  
ZAO "Demoscope"  
Krzhizhanovskogo 24/35, k.5, kom.406  
117218 Moscow, Russian Federation

For all others, scan and email the completed form to:

rlms@unc.edu
Russia Longitudinal Monitoring Survey-Higher School of Economics

Agreement for the Use of Confidential Data

Name, Title, and Email Address of Researcher: ______________________________________________________________________
____________________________________________________________________________________________________

Researcher’s Institutional Address: ______________________________________________________________________________
____________________________________________________________________________________________________

Researcher’s Signature: ___________________________ Date: _________________

Other scholars at this institution who will have access to these RLMS-HSE data:

Name, Title, and Email Address of Researcher: ______________________________________________________________________
____________________________________________________________________________________________________

Name, Title, and Email Address of Researcher: ______________________________________________________________________
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Name, Title, and Email Address of Researcher: ______________________________________________________________________
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Name, Title, and Email Address of Researcher: ______________________________________________________________________
____________________________________________________________________________________________________

Name of Department or Institute: __________________________________________________________________________________

Name and Title of Department Chair or Institute Director: __________________________________________________________________________________

Chair/Director’s Institutional Address: __________________________________________________________________________________

Signature of Chair/Director: ___________________________ Date: _________________
Note: The IRB application will conform to the format of each institution. This application must specify what data sets from the RLMS-HSE are being requested. The application must discuss how he or she and their colleagues on the application will control dissemination of these data as well as fulfill all the confidentiality requirements.

Check the categories below of data files being requested. All rounds of data from 5 to the present (Phase 2) will be made available in each category requested.

☐ Household- and individual-level data  
☐ Community-level data  
☐ Sexual history data, rounds 10 and 12  
☐ Family Planning and Reproductive Health Module, round 19

Please note that we do not recommend analysis using the data from Phase 1 (Rounds 1-4). But, if you have a specific need for this data, please feel free to note this and we can provide the data for you.