

Attachment A: VDE Data Security Plan

All the following computer and data security requirements and procedures are required to be implemented and followed by all individuals (Investigator and Research Staff) using the VDE as part of this Agreement, unless otherwise specified in writing by ICPSR:

1. You³ must password protect the computer that is used to access the Restricted Data.
2. You must set the computer to activate a password protected screen saver after three minutes of inactivity.
3. Under no circumstances may you share or give your login and password to the VDE to anyone, and this includes not sharing them with other members of your research project team or your organization's information and technology (IT) staff.
4. Passwords must not be stored on a computer in electronic or written form. Software password storage programs may not be used.
5. Since the Restricted Data are administered by ICPSR, University of Michigan you should not contact the IT staff at your organization with questions about the Restricted Data. (You may contact your organization's IT staff if you need help installing the VDE client software to access the Restricted Data. Your organization's IT staff should never be allowed to access any Restricted Data.)
6. You must only use the Restricted Data on a computer in a Secure Project Office, for which
 - a. the computer or monitor screen is not visible from the doorway or windows
 - b. the office door is closed when a VDE User is logged into the VDE
 - c. only VDE Users approved to work with the Restricted Data are in the office when a VDE User is logged into the VDE
7. You will close and lock the Secure Project Office when access to the Restricted Data is active but you and any other VDE User is out of the office.
8. You will not allow under any circumstances any unauthorized person to access or view the Restricted Data.
9. You will not allow any unauthorized persons to be inside the Secure Project Office when any VDE User is logged into the VDE.
10. You must not allow the computer monitor to display Restricted Data content to any unauthorized person. The computer monitor display screen must not be visible from open doors or through windows.
11. If you are logged into the VDE and you leave your computer, you must "disconnect" or "logoff" from the VDE. (Disconnecting from the VDE will leave any open programs running but closes the connection to the VDE. Logging off of the VDE closes the connection and terminates all programs that are running.)
12. You will keep all Restricted Data and derivatives within the VDE:

³ As used in this Attachment A, "you" refers to any VDE User.

- a. You must not duplicate or copy the data (e.g., you must not retype and/or use non-technical ways of copying the data, such as handwritten notes).
 - b. You must not take screenshots, photographs, or videos of the displayed Restricted Data or statistical outputs.
 - c. You must not type or record the Restricted Data or results from the data onto your office or personal computer or onto some other device or media.
13. You must protect all hardcopy documents related to the Restricted Data such as research notes. Such hardcopy documents must be kept in locked drawers or cabinets in the Secure Project Office when not in use.
 14. Prior to a disclosure review and approval by ICPSR, neither you nor any VDE User may talk about or discuss any Restricted Data or results from the Restricted Data in non-secure or public locations. These discussions cannot occur where an unauthorized person could eavesdrop.
 15. You must submit all statistical outputs/results/notes from the Restricted Data to ICPSR for a disclosure review prior to sharing or giving such outputs to unauthorized persons. You also agree to revise or alter such files as required by ICPSR in order to minimize disclosure risk prior to ICPSR approving these files for sharing with unauthorized persons.
 16. You may only share aggregated information from the Restricted Data to unauthorized persons after you obtain clearance to do so through the ICPSR disclosure review process.