Dear CSDE Affiliate,

The following three forms must be filled out in order to get access to the CSDE restricted-use contractual Add Health data on the CSDE server. These requirements are part of our contract with the Carolina Population Center (CPC), which administers the Add Health Data, and the University of Washington IRB. Note that CPC may audit us at any time and if *anyone* is found out of compliance then *everyone* may lose access to the data.

Please read Attachment F from the Carolina Population Center (CPC) contract for using the data on the next page.

Return the three forms (**CSDE Add Health Data Access Form, Attachment C and Attachment D)** to

Cori Mar
Raitt Hall Room 218C
CSDE, Box 353412
University of Washington
Seattle, WA 98195-3412

or fax them to

Cori Mar
(206) 616-8135

If you have any questions or concerns, please contact Cori Mar at cmmar@u.washington.edu.

Thank you. May you enjoy working with this data set and may all your hypotheses be confirmed (or at least disconfirmed in interesting ways)!

Sincerely,

Shelly Lundberg
CSDE Director
lundberg@u.washington.edu

Cori Mar
Project Manager
cmmar@u.washington.edu

Nathan Cosgray
Network Administrator
ncosgray@u.washington.edu

Attachment F

Description of Deductive Disclosure Risk from the National Longitudinal Study of Adolescent Health

The problem of deductive disclosure of an individual respondent's identity has become a major concern of federal agencies, researchers, and Institutional Review Boards in the recent past. In essence, deductive disclosure is the discerning of an individual respondent's identity and responses through the use of known characteristics of that individual. This is not unique to Add Health—if a person is known to have participated in ANY survey, then a combination of his or her personal characteristics will allow an individual to determine which record corresponds to that individual. For example, in the Add Health in-school dataset of more than 90,000 cases, a cross-tabulation of five variables can distinguish an individual record.

The Add Health data is more sensitive than many other datasets to deductive disclosure. This is due, in part, to the clustered research design. Add Health surveyed all students in grades 7 through 12 in a pair of schools in each of 80 communities in the United States. The in-school questionnaires were administered by teachers at each school. More than 120,000 students were enrolled in these schools. Informational letters were sent to parents prior to the administration date via students and post. Assuming that most students live with two other persons (parents and/or siblings), 360,000 people know of the participation of at least one, if not many, of the adolescents attending the selected schools. Additionally, approximately 5,000 school administrators, staff and teachers were involved in the in-school data collection efforts. The in-home selection process increased the number of persons aware of Add Health: about 5,000 participants in the in-home component had not completed an In-School Questionnaire. (Participation in the in-school session was not a prerequisite for eligibility, only the presence of an adolescent's name on the school enrollment roster.)

Given the large number of people who know someone who, they know, participated in Add Health, researchers who use the Add Health Contractual Dataset are obligated to protect respondents from deductive disclosure risk by taking extraordinary precautions to protect the data from nonauthorized use. Precautions include, but are not limited to: copying the original dataset only once and storing the original CD-ROM in a locked drawer or file cabinet; saving the computer programs used to construct analysis data files, but not the data files themselves; retrieving paper printouts immediately upon output; shredding printouts no longer in use; password protecting Add Health data; signing pledges of confidentiality; and using the data solely for statistical reporting and analysis.

CSDE Add Health Data Access Form

This form can be used for a single researcher or a group of researchers working on the same project.

1. List all computers from which you and your research team plan to access the data. Note that all of these computers must have a password protected screen saver that deploys after 3 minutes of inactivity and must be connected to the internet via wired ethernet connection (not wireless). Please contact Nathan Cosgray at ncosgray@u.washington.edu if you need assistance setting this up on your computer.

Research staff name	**Computer name**	**Location**	**Internet Service Provider** (eg., UW, Comcast)	**Password protected screen saver?**	**Wired ethernet connection?**

2. List all printers where results will be printed

Research staff name	**Printer** (make and model)	**Location**	**Public access?**

For all printers with "public" access (i.e., access by anyone not listed under research personnel), please specify the plan for ensuring that output cannot be viewed by these non-research personnel.

3. List all location(s) where printed output will be stored and describe the physical security of each (e.g. locked cabinet in locked room).

Research staff name	**Location**	**Security**

4. Please list all software that you will use in your data analysis.

5. **Please have each research staff person read and initial EACH of the following statements. (Note that one form can be used for more than one person: Please list all persons using this form at the end of the form.)**

   1. I will shred all printed information that is no longer needed before disposal.

   2. All data extract files will be kept in their Add Health directory on the server and not copied to any other location or computer.

   3. I will notify Corinne Mar and Martina Morris within 24 hours if the identity of any person, family, household, school, or institution should be discovered so that we can notify the Principal Investigator of Add Health. Furthermore, I will make no use of this knowledge and no one else will be informed of the discovered identity. If so requested by Add Health, the information that would identify the person, family, household, school, or institution will be safeguarded or destroyed.

   4. I will comply with all Carolina Population Center requirements including **(initial each requirement)**:

      a. That the data will be used solely for statistical analyses, and that no attempt will be made to identify specific individuals, families, households, schools, or institutions; nor will any listing of data at the individual or family level be published or otherwise distributed.
      b. To avoid inadvertent disclosure of persons, families, or households by using the following guidelines in the release of statistics derived from the dataset.
         i. In no table should all cases in any row or column be found in a single cell.
         ii. In no case should the total figure for a row or column of a cross-tabulation be fewer than three.
         iii. In no case should a quantity figure be based upon fewer than three cases.
         iv. In no case should a quantity figure be published if one case contributes more than 60 percent of the amount.
         v. In no case should data on an identifiable case, nor any of the kinds of data listed in preceding items i - iii, be derivable through subtraction or other calculation from the combination of tables released.
      c. Data released should never permit disclosure when used in combination with other known data.

d. That no persons other than those identified in this agreement, or in subsequent amendments to this agreement, as Investigator or Research Staff, be permitted access to the contents of sensitive data files or any files derived from sensitive data files.

5. I realize that all temporary data files need to be stored in the non-backed up file locations on the CSDE server assigned to me and may not be stored anywhere else. I understand that creating or copying files that contain Add Health data, in part or in whole, outside these locations constitutes a serious breach of security that may result in CSDE losing access to the Add Health data. I realize that CSDE computer personnel may look through the CSDE file system to make check that Add Health data files are not being stored in unauthorized locations.

6. I realize that all temporary data files will be erased twice a year and that these temporary data files will be excluded from backup procedures. I realize that this means I must keep the computer code that creates these data files in a different file location than the data. This location, assigned by CSDE, will be subject to back-up procedures.

7. I will only access the Add Health data from computers and locations listed above using a **wired** connection (wireless at the University of Washington is not encrypted) or I have obtained special persmission from CSDE to use a wireless connection (which I've noted above under question 1). I will not access the Add Health data from public places such as airports, libraries, and internet cafes.

Name of Research Staff **Initials**

Only fill out this page if you plan to access Add Health data from home

Operating system of your home computer (please specify version):
Windows:
Mac:
Other:

Add Health server I will be connecting to (check all that apply):
____ Windows Add Health terminal server
____ Unix server

Initial all applicable requirements

____ The physical location of my computer and printer allows me to comply with all Add Health security requirements.

____ I am the only person who has administrator rights on my computer

____ I am using Remote Desktop Connection to connect to the Windows Add Health server

____ I am using ssh to connect to the Unix Add Health server and I will use the applications on the Add Health server to analyze the data, not the applications on my home computer (so that no data travels across the network)

____ I have virus protection software on my computer (only required for Windows home computers)

For more information and to get this software see
http://www.washington.edu/computing/security/spyware/
http://csde.washington.edu/services/computing/windows/virus.shtml

____ I have malware protection software on my computer (only required for Windows home computers)

For more information and to get this software see
http://www.washington.edu/computing/security/spyware/
http://csde.washington.edu/services/computing/windows/virus.shtml

____ I will use a wired (not wireless) connection when accessing the Add Health data

Exceptions can be made to this requirement with special permission

____ I am connecting to my ISP through a router or firewall (circle all that applies)

This is a recommendation, not a requirement.

Attachment C
Supplemental Agreement with Research Staff
for the Use of Sensitive Data from
The National Longitudinal Study of Adolescent Health

The undersigned Research Staff, in consideration of their use of sensitive data from The National Longitudinal Study of Adolescent Health, agree:

A. That they have read the associated Agreement for the Use of Sensitive Data from The National Longitudinal Study of Adolescent Health and the Sensitive Data Security Plan incorporated by reference into it.

B. That they are "Research Staff" within the meaning of the agreement.

C. To comply fully with the terms of the agreement, including the Sensitive Data Security Plan.

II. The undersigned Investigator agrees that the persons designated herein are Research Staff within the meaning of the associated Agreement for the Use of Sensitive Data from The National Longitudinal Study of Adolescent Health.

Research Staff

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

Investigator

_____	_____	_____
Shelly Lundberg	Signature	Date

Attachment D
Security Pledge
for the Use of Sensitive Data from
The National Longitudinal Study of Adolescent Health

Pledge of Confidentiality

I, _____, through my involvement with and work on the CSDE Add Health Data Project will have access to data collected by The National Longitudinal Study of Adolescent Health (Add Health Project). By virtue of my affiliation with this project, I have access to confidential information and use of data about respondents generally perceived as personal and private. I understand that access to this confidential information and data carries with it responsibility to guard against unauthorized use and to abide by the Sensitive Data Security Plan. To treat information as confidential means not to divulge it to anyone who is not a project member, or to cause it to be accessible to anyone who is not a project member. Anything not specifically named as "public information" is considered confidential.

Each person using data collected by The National Longitudinal Study of Adolescent Health is reminded that disclosing confidential information directly or allowing non-authorized access to such information may subject that individual to criminal prosecution and/or civil recovery and may violate the code of research ethics of the University of Washington.

I agree to fulfill my responsibilities on this project in accordance with the following guidelines:

1. I agree to not permit non-project personnel access to these sensitive data, either electronically or hard copy.

2. I agree to not attempt to identify individuals, families, households, schools, or institutions.

3. I agree that in the event an identity of an individual, family, household, school or institution is discovered inadvertently, I will (a) make no use of this knowledge, (b) advise the Investigator of the incident who will report it to J. Richard Udry, (c) safeguard or destroy the information as directed by the Investigator after consultation with J. Richard Udry, and (d) not inform any other person of the discovered identity.

_____	_____
Name	Signature
_____	_____
Date	Email