

## **Appendix A**

### **Data Security Plan**

1. I password protected the BIOS so changes cannot be made to the BIOS without authorization.  
Agree/disagree:
  
2. I secured the computer on which the data resides in a locked room.  
Agree/disagree:
  
3. I removed or disabled the network interface card (NIC) so it cannot be used.  
Agree/disagree:
  
4. I restricted access to the data to project personnel using the security features available via the operating system (e.g., login via userid/password and NTFS permissions).  
Agree/disagree:
  
5. I will not copy or move the data out of the secured directory for any reason.  
Agree/disagree:
  
6. I understand that I must either renew this contract or destroy all data after the time period stated in the Data Use Agreement.  
Agree/disagree:
  
7. The physical location of the computer or external hard drive holding the data is secure.  
Agree/disagree:
  
8. No one other than myself and those listed on this contract will have physical access to the computer or external hard drive.  
Agree/disagree:

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9. During backups of the Computer, the contracted data will be excluded.  
Agree/disagree:
10. No one other than myself and those listed on this contract will have permission to use the Computer.  
Agree/disagree:
11. Any printed copies of the data will be printed in a secure location, such as the same locked office that contains the Computer.  
Agree/disagree:
12. Any printed copies of the data will be destroyed (e.g., shredded) rather than recycled or placed intact in a waste receptacle.  
Agree/disagree:
13. You are required to delete all temporary analysis files twice each year. On which two dates each year will you delete these files?  
Your answer:
14. You must agree not to move the contracted data from the secure location. Please describe the secure location you will use for storing this confidential research data.  
Your answer:
15. You must install encryption software for directories containing secure data (e.g., Windows EFS, BestCrypt, Cryptainer). What is the name of the software you've installed?  
Your answer:

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16. You must install and run a secure erasure program. This program must be run monthly and after the secure data has been removed from the computer at the end of the contract period. By answering this question, you agree to perform this periodic secure erasure. What software did you install to perform this task?

Your answer:

17. I configured statistical applications to point the temporary working files to the secured data directory. The path to this secure directory is:

Your answer:

18. If ICPSR transmits the restricted-use data to me via physical media such as CD or DVD, I will place that CD or DVD in a secure location, such as a locked drawer in the locked office that contains the computer identified in the security plan.

Agree/disagree: