

Institute for Research on Innovation and Science (IRIS)

VDE Acceptable Use Policy

Researchers who are authorized to access de-identified data from the IRIS repository for approved uses within the IRIS virtual data enclave (the “Enclave” or “VDE”) must be aware of, and follow, all regulations and guidelines below.

Data Access Protocols

- To ensure data security, access to IRIS data is only possible within the VDE.
- Researchers must hold a VDE user account to access the data. The user account is issued for one year periods (renewable) as indicated in the IRIS Restricted Data Use Agreement (the “DUA”) and may only be used for the purposes described in the approved research proposal (and in Appendix B: *Research Activity* in DUA).
- The terms of DUA, which permit usage of the VDE, expires after one year unless extended. Renewal will be considered upon the submission of an annual project report by researchers.
- The data cannot be used for any other purpose, disclosed to third parties, or used for commercial purposes.
- No individuals besides those with explicit project approval are allowed to view or work with the provided data.

Data Security and Protection Procedures

- Researchers agree to safeguard the information contained in the Enclave from unauthorized use, disclosure, inadvertent modification, destruction, or denial of service.
- Access to the data and analytical software/tools in the Enclave environment is a revocable privilege and is subject to security testing and monitoring, including user provided content and working materials stored in users’ home folders within the VDE network drive.
- Researchers must refrain from modifying the Enclave environment (Windows or Linux) or the software installed within it. Adding user-configurable or unauthorized software is prohibited and existing software may not be used for anything other than its intended research purpose.

- Researchers agree not to take screenshots or other video or image grabs of any displayed data.
- Researchers are prohibited from sharing personal VDE user accounts and authenticators (passwords) or permitting the use of remote access capabilities to any unauthorized individual.
- Researchers are required to immediately notify the IRIS Enclave representative of any suspicious system activity or concerns over the use or disclosure of the data.

Penalties for DUA Violation

- Those who violate the terms of the DUA will be removed from their active research projects in the VDE; upon termination of the DUA, the researcher's data access via VDE will end.
- Any violation of the DUA may result in a permanent ban on data access.
- Any attempt to re-identify IRIS data will result in immediate and permanent revocation of all future access to the Enclave.

Data Import Protocols

- Researchers may arrange to merge their own data with IRIS data. This arrangement must be made in advance during the process of submission of their research proposal (and in Appendix A: *Requested Data Elements* in DUA) for internal review.
- Any data which could potentially re-identify IRIS data will be prohibited from importation. This qualifier is subject to review by an IRIS Enclave representative.

Data Export and Disclosure Review Protocols

- All results of analyses researchers wish to export from the Enclave must be reviewed for disclosure risk by the IRIS Enclave representative. These include: quantitative data as well as qualitative notes on discussion and presentation of regression results. All research results may only be published after review by the representative.

Post-Approval Modifications to Submitted Materials

- Researchers must notify the IRIS Enclave representative in writing of any proposed changes in research plans. Amendments to the project include adding new collaborators to a project using Enclave data.

Publication Acknowledgement and Data Citation

- Publications must include appropriate acknowledgement of the IRIS Project (e.g., “This work was enabled, in part, using resources provided by IRIS.”) and the necessary dataset citations once your research is published and deposited into trusted repositories for public sharing and long-term storage and accessibility.
- Researchers are encouraged to contact IRIS for more information and / or review IRIS wiki for best practices in sharing data and metadata, versioning, and data citation.

By signing this user agreement, I am acknowledging that I accept and will abide by all the terms and conditions described above.

Signature

Date

Printed Name