



Guidelines for On-Site Data Use at the Research Data Centre (FDZ) of the BA at the IAB

Access to anonymized social data at the FDZ of the BA at the IAB is provided solely subject to the principle of data parsimony and to compliance with the applicable rules regarding data privacy (Sections 67 ff. of Book X of the German Social Code). The FDZ undertakes to comply with these rules and to review the activity of researchers who are granted access to anonymized data during their on-site use terms at the FDZ.

FDZ employees undertake to exercise their rights to examine the research questions, methods and analyses of guest researchers, solely for purposes of consultation and improving the FDZ's service. Employees of the IAB and the BA who are not FDZ employees have no right to examine the activities of guest researchers. These provisions do not apply to cooperative projects between IAB or FDZ employees on the one hand and guest researchers on the other hand.

On-site use of data at the FDZ of the BA at the IAB is subject to compliance with the following rules:

1. Guest researchers must comply with the stipulations on data privacy specified in this Agreement regarding access to the data during on-site use terms at the FDZ, in particular the prohibition of attempts to deanonymize data.
2. Guest researchers shall have access to Room Eb765, and to the PC workstations there for the duration of their on-site use term at the FDZ and for purposes of carrying out the project they applied for. Visitors may remain in these rooms only while FDZ employees are present at the institute. Guest researchers cannot transfer to others their rights of access to the BA headquarters.
3. Guest researchers shall receive an access code for the PC work station they are assigned. They undertake to keep this code confidential and to lock their work station to prevent unauthorized access or examination of data when they leave the room.
4. Guest researchers shall not have access to PC workstations of FDZ employees or to any PC workstations other than those indicated in 2 above.
5. The use of laptops, mass storage and picture recording devices (e.g. cameras, mobile phones) is prohibited in the guest room.

6. Communication with outsiders via e-mail is permitted only via accounted PCs specially provided for this purpose.
7. FDZ employees are permitted at all times to examine the activities of guest researchers, including their working materials.
8. Guest researchers acknowledge that all results of analyses and other files that they wish to take away with them from the premises of the FDZ must be reviewed first by FDZ employees for compliance with data privacy and will be forwarded within a period of five working days. In particular, guest researchers shall make no attempt to take data or extracts from data away with them from the premises of the FDZ.
9. Guest researchers are forbidden from manipulating the technical facilities at PC workstations. This includes installing and running programs not approved by the FDZ.
10. Guest researchers undertake to carry out all steps of data preparation and analysis steps with the aid of programs. Freehand manipulation of the data is not permitted.
11. Guest researchers undertake to notify the FDZ of any security gaps with regard to data privacy and data security.
12. Guest researchers undertake to notify the FDZ of any deficiencies in data quality.
13. Any breaches of rules 1-12 by a guest researcher shall result in immediate termination of the on-site use period and immediate termination of the Agreement for cause, with the consequences indicated in § 8 of the Agreement.

Nuremberg, _____

Guest researcher

FDZ of the BA at the IAB