

Please send the filled and signed document to the Research Data Center (FDZ-LIfBi)

by E-Mail: fdz@lifbi.de

by Post: Leibniz-Institut für Bildungsverläufe, FDZ, Wilhelmsplatz 3, 96047 Bamberg, Germany

The data recipient is the person who has signed the corresponding NEPS Data Use Agreement as the data recipient. The supplement request must be signed by the data recipient and those persons involved in the project who intend to use the NEPS On-site data access.

Supplement to the NEPS Data Use Agreement

with case number:

On the Use of Data of the National Educational Panel Study (NEPS) in the Data Security Rooms of the Leibniz Institute for Educational Trajectories (LIfBi) Through On-site

The Leibniz Institute for Educational Trajectories (LIfBi)

Wilhelmsplatz 3, 96047 Bamberg, Germany

represented by the LIfBi Directorate,

this represented by the Research Data Center,

- hereinafter called LIfBi -

and

Name	
First name	
E-mail	
Telephone (optional)	
Institution	

- hereinafter referred to as the data recipient -

as well as the persons involved in the research project agree that the existing NEPS Data Use Agreement and/or the change to this NEPS Data Use Agreement shall be supplemented as follows:

Article 1: Supplementary Data Privacy Provisions

The data recipient and the persons involved in the research project commit themselves to observe the guidelines on On-site data use (see Annex) which herewith become an integral part of this agreement.

Article 2: Analyses and Outputs

1. LIfBi has the right to store all analyses results and files (outputs) requested for extraction from the On-site environment for an unlimited period of time and on its own discretion. LIfBi is not obliged to store the analyses results, outputs or other project data and files beyond the ending date of the agreement.
2. LIfBi reserves the right to carry out a data privacy check of the outputs. This check may take place prior to or after the transmission to the data recipient.

_____ Place, Date	_____ Data Recipient	_____ (Name in block letters + Signature)
_____ Place, Date	_____ Person involved in the Research Project	_____ (Name in block letters + Signature)
_____ Place, Date	_____ Person involved in the Research Project	_____ (Name in block letters + Signature)
_____ Place, Date	_____ Person involved in the Research Project	_____ (Name in block letters + Signature)
_____ Place, Date	_____ Person involved in the Research Project	_____ (Name in block letters + Signature)
_____ Place, Date	_____ Person involved in the Research Project	_____ (Name in block letters + Signature)
_____ Place, Date	_____ LIfBi Representative	_____ (Name in block letters + Signature)

Guidelines on the On-Site Use of Data in the Data Security Rooms of LfBi

The stay of data recipients and persons involved in the research project in the LfBi data security rooms is subject to the observation of the following guidelines:

1. The data privacy arrangements specifically laid down in the data use agreement, particularly the prohibition of re-identification of persons, households and institutions, have to be observed.
2. The data recipient and persons involved in the research project are granted access to special, data privacy-checked PC workstations in the LfBi data security rooms for carrying out the research project listed in Art. 2 no. 2 of the data use agreement. Persons may stay in these rooms only during normal office hours. Access authorization (transponder cleared for these rooms) may be used only for own access and must not be transferred. The data recipient and the persons involved in the research project are not allowed to grant access to other persons neither from outside nor inside the room.
3. The data recipient and the persons involved in the research project are allocated one PC workstation each. They are obliged to secure their PC workstation against unauthorized access or inspection of the data even during absence.
4. Without permission of the LfBi Research Data Center, the data recipient and persons involved in the research project are not granted access to the PC workstations of the LfBi staff and/or PC workstations other than those listed in no. 3. If requested, it is possible to use internet-capable PCs outside the data security rooms. NEPS data cannot be accessed from those workstations.
5. It is prohibited to bring laptop computers, mass storage equipment, cellphones and image recording equipment (e.g. cameras, camera cellphones) into the data security rooms.
6. Upon request, LfBi staff is to be granted access to analyses and working material of the data recipients and persons involved in the research project at any time.
7. LfBi archives all analysis results and outputs of the data recipients and persons involved in the research project. Outputs may basically be obtained only through the user service of the LfBi Research Data Center.
8. It is prohibited to take away data (particularly storage on data carriers), analysis results or even only data extracts as well as outputs from the LfBi data security rooms without permission.
9. Data recipients and persons involved in the research project are prohibited from manipulating the technical equipment of the PC workstations. The installation and use of programs other than those preinstalled on the PC require the written approval of the LfBi Research Data Center.