

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

by E-Mail: [fdz@lifbi.de](mailto:fdz@lifbi.de) | by Fax: +49 951 863-3513 |

by Post: Leibniz Institute for Educational Trajectories, FDZ, Wilhelmsplatz 3, 96047 Bamberg, Germany

## Agreement for participants in a training course on data from the National Educational Panel Survey (NEPS)

Between 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                            |  |
| Institution                       |  |
| NEPS User Training*               | No.:      Participation Day 1:      Participation Day 2: |
| nu-Number (assigned by the RDC)   |  |
| Permissions (assigned by the RDC) |  |

\* Please make sure to indicate the number of the user training as listed in the overview on our [website](#).

the following agreement is concluded:

### Preamble

The Research Data Center of the Leibniz Institute for Educational Trajectories (FDZ-LifBi) regularly offers training courses to improve utilization and secure handling of data from the National Educational Panel Study (NEPS). Within the scope of these events, the participants get access to the data-processing systems of the LifBi as well as access to NEPS data at a low level of anonymization. For this purpose, the LifBi must process personal data of the training participants.

### 1. Commitment to confidentiality

- I commit myself to treat the NEPS data made available to me during the training course as confidential.

I am forbidden to process data without authorization, i.e. I may only use the data made available to me within the context of the training course. Any unauthorized use for other purposes is prohibited. Data confidentiality continues even after the training has ended.

I hereby acknowledge that violations against data confidentiality may be punished with fines or imprisonment in accordance with Art. 83 of the European General Data Protection Regulation (GDPR) and Art. 42 of the Federal Data Privacy Act (BDSG). In addition, claims for compensation can be asserted against me personally in the event of data confidentiality violation.

## 2. Obligation in the context of data use

I commit myself

- to refrain from any action aimed at and suitable for re-identifying persons, households or institutions in the NEPS data,
- to immediately inform the FDZ-LIfBi of any accidental re-identification and keep secret individual data gained therefrom,
- not to perform direct Federal State comparisons in conjunction with NEPS data collected in connection with schools or higher education institutions.

## 3. Application for setting up a user account and registering the keystroke biometrics

To ensure the protection of the respondents of the NEPS study and the security of access to data-processing systems of the LIfBi, a clear identification of the users of NEPS data is required. For this purpose, LIfBi uses a biometric authentication system, so-called keystroke biometrics. Your keystroke biometrics must be registered at the beginning of the training course to be able to access the NEPS data during the event. With your signature you confirm that you were given an information sheet on biometric authentication by keystroke biometrics and that you had the opportunity to take careful note of it.

Please note:

All user data – that is, the user profile with individual administration data as well as the home directory with data which the participant him-/herself has generated or imported during the training course – will be stored for a duration of at least six months after the training. At the end of this period, the LIfBi may delete this data permanently without any further consultation. If a backup file of this data is required, the participant is requested to contact the FDZ-LIfBi before expiry of the deadline.

## 4. Miscellaneous

I am aware that in the context of the training course

- the use of equipment for image recording (cameras, smartphones, etc.) and the production of screenshots is forbidden when working with the NEPS data,
- the FDZ-LIfBi staff can view my analyses and study documents at any time.

---

Place, Date

---

Signature of the Training Participant

---

Place, Date

---

Signature of the Research Data Center (FDZ-LIfBi)