Terms of Access and Use
Harvard University German Federal Employment Agency Research Data Center

This document states requirements for Harvard researchers who would like to use the German Federal Employment Agency Research Data Center (the "Data Center") established at Harvard University, and administered by the Harvard Economics Department ("Econ"). The Data Center is a portal for access to data (the "Data") from the German Federal Employment Agency ("BA") and the Director of the German Institute for Employment Research ("IAB").

1. Authorization from IAB

Each researcher who wishes to use the Center to access the Data must obtain authorization from the IAB. Researchers should check the Data Center website at:

http://fdz.iab.de/en.aspx.

 The request form for on-site access may be found at:

 http://fdz.iab.de/en/FDZ_Data_Access/FDZ_On-Site_Use.aspx

Each project must be approved by the IAB. Once the project is approved, the BA, acting through the IAB, will permit access to the Data Center based on its agreement with Harvard University.

2. IRB Approval

Each researcher must also obtain Harvard IRB approval (http://cuhs.harvard.edu/)

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Location of the Data

The Data are stored on a server in Nuremberg, Germany, owned by the Research Data Center (FDZ) of the German Federal Employment Agency. The Data are never stored on a computer at Harvard. FDZ is part of the IAB, which is the research department of the German Federal Employment Agency and which takes responsibility for the security of the data at FDZ.

Access to the Data Center

In the Data Center, two thin clients are provided and installed by FDZ so that the Data may be accessed remotely. The Data Center can be accessed only with a Harvard keycard (HUID). Access to the Data Center is videotaped and cardkey access is logged by the Harvard University police.

Access will only be permitted during the hours of 9-5 Monday through Friday on official Harvard workdays (non-holidays) when at least one of the Econ-authorized staff is at work. An authorized and designated Econ supervisor, with a password issued by FDZ, must log into the thin client before researchers working with the data can sign in. These supervisors are only designated to have this first-stage access. They have no administrative rights on the FDZ Data server and are not allowed to access FDZ data without a valid use agreement.

Only HUIDs which have been approved and registered will receive access to the Data Center. To be registered, a researcher must present a copy of the data access agreement with the IAB, and documentation of IRB approval of the project. Econ staff will check the identity of each researcher against a list of researchers approved by the BA-IAB to ensure that only approved Data users may have access to the Data.

Data Security

1) No confidential BA-IAB data is stored locally in the Data Center client, which has no capacity for local storage or retrieval of data. All Data remains on the FDZ Data server.
2) Researchers must exit the Data Center by close of business each day
3) Econ staff will provide storage space in a drawer in a locked room external to the Data Center for storage of all portable devices, such as laptops, tablets, cell and smart phones, cameras, thumb drives, etc. No such devices may be taken into the Data Center.
4) Each researcher must make separate arrangements with IAB with respect to use of any Data. In the Data Center, researchers may not download, print or otherwise reproduce Data, or take handwritten or electronic notes, or otherwise seek to copy or preserve records of Data.
5) Each researcher must comply with the applicable IAB data access agreement. Each researcher acknowledges that Econ must report any breach of these terms of use, or any misuse or unauthorized disclosure of Data that Econ staff become aware of, to IAB. Each researcher further acknowledges that any such event will result in loss of access to the Data Center.

 I agree to the foregoing terms.

_____   Date: _____

Print name: