

**Attachment A**  
**Form to Describe Sensitive Data Security Plan**  
**For the Use of Sensitive Data from**  
**The National Longitudinal Study of Adolescent to Adult Health**

*Data Stored on a Windows Computer Connected to a Network*

All requests for data must include the following information.

***I. General Information***

1. List below the name(s) and responsibilities of the investigator(s) and the research staff (students, research assistants, and programmers) who will have access to the data. Changes in personnel require that this information be updated.

**1b. PI Institution**

**PI contact information:** Email

Phone number

**System Administrator contact information:** Email

Phone number

2. Each participant must sign a separate security pledge to be included with the contract. As new personnel are added during the period of this contract an amended Attachment C and new security pledges must be obtained and sent to the Carolina Population Center. A security pledge form can be found under Attachment D. Please copy for each participant.

Number of security pledges included: \_\_\_\_\_ month

3. Only one complete copy of the Add Health data is permitted; however, time-delimited temporary data analysis files may be created. Temporary data analysis file(s) must be deleted every six months and recreated, as necessary, to complete analysis. Temporary data analysis files should be deleted upon completion of a project.

All temporary data analysis files will be deleted \_\_\_\_\_ and \_\_\_\_\_ every year.  
month

4. Add Health data, including temporary data analysis files or subsets of the data, may not be copied to other media such as CDs or diskettes to be used on other machines and platforms. All Add Health data must remain in the same secure location as the one copy of the original Add Health data.

2. I require strong passwords.

Implemented                      Not Implemented (please explain why not)

3. I activated a screen saver with password after three minutes of inactivity.

Implemented                      Not Implemented (please explain why not)

4. I installed encryption software for directories containing secure data (e.g., Windows 7/8 encryption)

Implemented                      Not Implemented (please explain why not)

Name of encryption software:

5. I configured my statistical applications to point the temporary working files to the secured data directory.

Implemented                      Not Implemented (please explain why not)

Location of secured directory

6. I installed and periodically run a secure erasure program. This program will be run monthly and after the secure data has been removed from the computer at the end of the contract period.

Implemented                      Not Implemented (please explain why not)

Name of secure erasure software:

7. I will not copy or move the Add Health data out of the secured directory for any reason.

\_\_\_\_\_ I agree to this condition.  
Investigator Initial

*Protecting the Data from Unauthorized Access Across the Wire*

1. I did not install IIS or MS SQL server on the Windows computer that houses sensitive data.

Implemented                      Not Implemented (please explain why not)

2. I turned off all unneeded services and disabled unneeded network protocols.

Implemented                      Not Implemented (please explain why not)

3. I disabled Windows File and Printer Sharing.

Implemented                      Not Implemented (please explain why not)

4. I did not enable file sharing on local Windows machines.

Implemented                      Not Implemented (please explain why not)

5. I removed the *Everyone* group from the *Access this Computer from the Network* user right.

Implemented                      Not Implemented (please explain why not)

6. I disabled the Guest account.

Implemented                      Not Implemented (please explain why not)

7. I replaced the *Everyone* group with the appropriate group(s) on critical system folders, files, and registry keys.

Implemented                      Not Implemented (please explain why not)

8. I removed, disabled, or renamed administrative shares.

Implemented                      Not Implemented (please explain why not)

9. I restricted/prevented anonymous access and enumeration of accounts and shares.

Implemented                      Not Implemented (please explain why not)

10. I created a new userid for administrative purposes and removed the original administrator userid's administrative privileges.

Implemented                      Not Implemented (please explain why not)

11. I installed, and will maintain, all OS and application (e.g., Internet Explorer) security patches.

Implemented                      Not Implemented (please explain why not)

12. I installed an antivirus software program and will keep the virus definition files updated.

Implemented                      Not Implemented (please explain why not)

Name of antivirus software:

13. I secured performance data.

Implemented                      Not Implemented (please explain why not)

14. I enabled auditing and will check the logs often.

Implemented                      Not Implemented (please explain why not)

Date:

15. I disabled or removed Windows Scripting Host.

Implemented

Not Implemented (please explain why not)

16. I use a corporate, hardware, or personal (software) firewall.

Implemented

Not Implemented (please explain why not)

Name of firewall:

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Investigator (or system administrator) Initial