

Guidelines for the Secure Data Center Safe Room

Contact: www.gesis.org/en/sdc

Dear Researcher,

please pay attention to the following guidelines when using the Secure Data Center Safe Room:

Analysis environment

Once your contract has been approved we prepare an individual work environment for you. It contains the data you requested and is provided for you in the Safe Room in Cologne. This analysis environment contains the following software: MS Office package, SPSS, Stata, R and RStudio, Mplus and HLM. All software functions only locally, as there is no network or internet connection. Please let the Secure Data Center (SDC) know as soon as possible but at the latest two weeks before your visit, if you need additional analysis software or further aggregated data to be installed/uploaded onto your virtual machine. If this is the case we will check, how and whether this is possible.

Guidelines for on-site use

You are working locally on a virtual machine, i.e. an enclosed, virtualized work environment. Therefore you have no possibility to use any services outside the VM or to up- or download any data. There are no network connections, internet, working USB hubs or drives etc. If you would like to check your emails, a separate work station with internet connection is provided in the GESIS library.

It is part of our security policy, that you are not able to take any results directly with you after your work at the SDC. All files, that you generate and would like to use outside the SDC, have to pass a so-called output-control. During output control your results are checked for data protection risks. As a rule we estimate approximately two weeks for this control. The actual duration of the output control however, depends among others factors on the size and complexity of your output. This means that the clearer you structure and comment your syntax files and results, the easier we can understand and assess your work, and the quicker we can complete the control.

Safe Room visits are only possible upon prior arrangement (working days 9-17 o'clock).

Guidelines for Data Protection and Data Security

No electronic devices (e.g. mobile/smart phones, laptops) are allowed in the Safe Room. We provide you with a possibility to store them securely.

You must not give access to the provided VM to any unauthorized persons, i.e. also e.g. when you leave the room only for a short moment please always log out of the VM or lock the access.

You must not make any attempts to de-anonymize the provided data or to disclose the identity of individual respondents.

You must not attempt to extract data them from the VM or to copy them or to pass them on in any way (e.g. no photos, no copying, no hacking of the VM).

If you have questions or are unsure or concerned about security or privacy issues please contact the Secure Data Center staff, who will be very happy to assist and advise (sdc@gesis.org).

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