User Guidelines for Scientific-Use-Files (SUF) provided by the
Research Data Centre of the Federal Institute for Vocational Education and Training (BIBB-FDZ)

- supplied by GESIS – Leibniz Institute for the Social Sciences, Department of Data Archiving for Social Sciences -

Data admission is made exclusively under the commandment of data parsimony and the compliance with legal data protections acts (especially § 40 BDSG). Institutions and researchers receiving the data must guarantee an effective control of admission, access and dissemination of the data by technical and organizational means:

1. The data may solely be used by the persons named in the use agreement for the specific research project. Every attempt to de-anonymise the data is prohibited.

2. The data must be stored in a way that unauthorised persons have no access to the data.

3. The data may solely be used for the purpose of the project specified within the application form.

4. Merging with other micro-level datasets except at an aggregated level is prohibited.

5. In the case of unintentional de-anonymisation statistical information must be kept in confidence. In that case the BIBB-FDZ has to be informed directly.

6. Data confidentiality must be guaranteed within publications displaying analyses with the data.

7. Each research project is required to give information about the exact beginning and ending of data access. Expressions like “for an indefinite time” will be rejected. It is no problem to extend at any time the duration of data access, as long as the ending date is definite. After the ending date, all kind of original data, its copies and data derivates have to be deleted.
Data users confirm formless the proceeding of the deletion to BIBB-FDZ. Please do not send an e-mail, but a letter or a fax with an original signature.

8. Applicants are responsible for all disadvantages that result from unauthorised data handling by the applicant, his collaborators, or his staff.

9. BIBB-FDZ uses indications of deficiencies in the quality of the data made by applicants in data documentations.

10. Changes in the application form are just valid if they are made in written (but no e-mail) form.

11. Researchers’ publications based on FDZ data must include a reference to the used datasets.

12. Two copies of every publication using the data must be submitted to the BIBB FDZ.

13. Offences against the user guidelines 1.-12. may result in a uncommon denouncement of the user agreement. In this case a notification about the offence is communicated to other research – or service data centres in Germany.