

Guidelines of the Research Data Centre at BIBB (BIBB-FDZ) for Remote Data Access (DFV).

Access to anonymous original individual data as well as to firm data of BIBB-FDZ is granted exclusively subject to the guidelines of the German Data Protection Regulation (DSGVO), and the German Data Protection Act (BDSG), in particular Art. 89 DSGVO, and §27 BDSG. Researchers entitled to access and use must be obligated to comply with the data protection provisions.

The BIBB-FDZ undertakes to comply with these regulations and to review the work of researchers working with the original data in the context of remote data processing. The employees of the BIBB-FDZ are obligated only to use their knowledge of research issues, methods, and analyses of researchers for the purpose of advisory services, for the improvement of BIBB-FDZ services, and for ensuring compliance with data protection regulations. BIBB employees outside BIBB-FDZ have no access to the work of the researchers. The use of remote data processing with the BIBB-FDZ at BIBB is bound by compliance to the following rules:

1. Agreements made regarding data protection in the area of access to anonymous original data in the context of remote data access must be followed, particularly the ban on the attempts at deanonymisation.
2. Researchers shall write analysis programmes using test data in SPSS or STATA. The BIBB-FDZ run the analyses using the original data and transmits the results to the researcher following a data protection check.
3. The user sends the executable program codes written in SPSS, STATA or R language to BIBB-FDZ via email (fdz@bibb.de). Program codes must have been checked previously by the user using the test data provided.
4. Program codes should be largely without errors, using the information provided on the BIBB-FDZ web pages. Program codes, which have clearly not been checked for their error-free executability using test data shall be returned without processing for correction.
5. The output of program codes when applied to the original data undergo a data protection check. The BIBB-FDZ then finally transmits the output to the user(s). We make every effort to return the results as soon as possible, and not later than after five working days. We shall inform users if more than five working days are required.
6. Data sources (description of data access and data sets) must be cited in accordance with the specifications of the BIBB-FDZ in all publications in which users present the results of their analyses using BIBB-FDZ data. We request that two copies are sent when an analysis/analyses is/are used in publications, project reports etc. This includes so-called 'grey literature'.

7. Users are obligated to make the BIBB-FDZ aware of security vulnerabilities with regard to data protection and data security.
8. Users are obligated to make BIBB-FDZ aware of shortcomings in the data quality.
9. User breaches of provisions 1-8 may in some circumstances lead to immediate termination of remote data processing and to extraordinary termination of the data access. In this case, the BIBB-FDZ reserves the right to notify other research data centres and service centres accordingly regarding the breach.