

Formal obligation for using the EBDC panels

The EBDC Economics & Business Data Center is obligated to the participants of the Ifo business surveys to ensure the security of the collected data. The data protection applies both to the identity of the participating businesses and the survey results as well as the actual survey-panel composition.

For this reason, access to the survey data to third parties is generally not allowed. An exception is only made for research purposes if it is assured that the data are kept secret, in particular that any form of re-individualization of the anonymised data is rendered impossible. In case of a proven loss for the EBDC by reason of violation of this declaration, the respective database user will be held liable. The obligation also continues after completion of the research project.

With his/ her signature, the user guarantees the observation of these rules and his/her compliance with the following requirements:

1. The data made available by the EBDC are used exclusively for **research purposes**. The user must **not pursue commercial objectives** with the inspection, the analysis or the processing of the data.
2. Users are not allowed to pass on information about participating firms or about the composition of the panels to third parties. **Data security rules** also continue after completion of the research project.
3. The data made available are anonymised, and it is **forbidden to re-individualize** them. Suitable procedures ensure that this is not possible.
4. Before publication or other form of distribution the **research results** based on the survey data must be submitted to the EBDC for **examination**. The EBDC examines whether inferences can be made to individual data or to the panel composition. If such information is found, it must be deleted.
5. In the research **publication**, reference must be made to the provision of the data by the EBDC. A **copy of the research study** and/or publication must be submitted to the EBDC.

Additional rules for users working at the Ifo Institute or at the premises of the EBDC:

- 6. The data are **made available** in the rooms and on the computers of the **EBDC**. Computer access is by **personal password** and activities are monitored and recorded.
- 7. The user must ensure that other unauthorized persons cannot access the data, the offices or computers. In particular when leaving the workstation, the user must **log off** and the office has to be locked.
- 8. It is **forbidden to copy** databases, to **transmit** them or to **store** them on external storage media (e.g., DVD, CD-ROM, USB, floppy disks). Data **print-outs** provided by the members of the EBDC may be kept only in the visitor researcher rooms, which must be inaccessible for third parties.
- 9. On **completion** of the research project all **data** collected, also data derived from the micro data, must be **deleted** or have to be stored within the EBDC. Data print-outs are to be destroyed using paper shredders at the EBDC.

The consequences arising in case of noncompliance with these obligations are the following:

- Provision of data by the EBDC will be immediately terminated.
- Data already provided may not be used for the present or other research projects and must be deleted. Furthermore, the user will be held liable for any loss.

Title of the project (detailed description on extra sheet – about 1 page):

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Research term & research partner

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Requested data:

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Declaration of the database user:

Mr. / Ms. born on: in:

Address:

Institutional affiliation:

I accept the aforementioned obligations.

Place, date, signature

Place, date, signature (research partner)

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Declaration of the professor/ chairholder/ supervisor:

Mr. / Ms. born on: in:

Address:

Institutional affiliation:

I accept the aforementioned obligations.

Place, date, signature