

## **Data Request Form for the *Protecting the Next Generation* Project**

The Guttmacher Institute takes the promise of respondent anonymity very seriously. Study participants provide large amounts of information about their lives. We have tried to minimize the danger of breaches of respondent anonymity by removing identifying information from data files. We have also devised the contractual procedure described below to ensure that data are released only to persons who meet the conditions designed to protect the anonymity of respondents.

Violations of these conditions jeopardize the privacy of respondents. Such violations would also inflict enormous damage to the entire research community, since they undermine the willingness of individuals to participate in surveys and other data collection activities. Because the potential damage is so great, the procedures outlined below are particularly strict.

The Data Request Form has been developed in an effort to permit dissemination of data to the maximum number of responsible researchers while satisfying the Guttmacher Institute's concerns about respondent anonymity. By entering into this agreement, the undersigned agrees to use these data only for the purpose for which they were obtained. Each application for access to data will be reviewed to ensure that the person requesting data agrees to the conditions of use and has provided specific contact information and plans for use of the data files requested. No data will be distributed without such approval.

Please fill out the Data Request Form and submit by e-mail or mail to:

Ann Biddlecom  
The Guttmacher Institute  
120 Wall Street, 21<sup>st</sup> Floor  
New York, NY 10005

e-mail: [abiddlecom@guttmacher.org](mailto:abiddlecom@guttmacher.org)  
fax: 212-248-1951  
tel: 212-248-1111 ext.2273

The undersigned gives the following assurances with respect to the data requested.

**1. Purpose:** You will use the data and documentation only for the purposes of research described in the Data Request Form.

**2. Confidentiality:** You will not attempt to use nor permit others to use the data to learn the identity of any individual, household or community included in any data set. You will also not use nor permit others to use the data to report information that could identify, directly or by inference, individuals or households.

**3. Acknowledgement:** You will include appropriate acknowledgement of the source of data in all reports based on these data. Suggested acknowledgement:

This research uses data from Protecting the Next Generation: Understanding HIV Risk Among Youth, a project designed by The Guttmacher Institute (United States) in collaboration with the University of Cape Coast (Ghana), Institut Supérieur des Sciences de la Population (Burkina Faso), Makerere Institute of Social Research (Uganda), Centre for Social Research (Malawi) and the African Population and Health Research Center (Kenya). Funding for this project was provided by The Bill & Melinda Gates Foundation, the Rockefeller Foundation and the National Institute of Child Health and Human Development (Grant 5 R24 HD043610).

**4. Deposit requirements:** At the conclusion of the proposed research, or at any other time as may be requested by the Guttmacher Institute, you will submit at least one copy of any published work or report based in whole or in part on the data to the contact person named on page 1.

**5. Access to others:** You will not release nor permit others to release the data sets or any part of them to any person who is not a member of your research team. You will require others who are part of your research team who use the data to read the conditions of use and sign this agreement.

**6. Errors:** You will promptly notify the Guttmacher Institute of any errors discovered in the data.

**7. Security:** You will ensure that the data are used in a secure environment where a) the data and work area are located within a restricted area on a network or on your personal computer and b) access to the network or personal computer is via a personal account and password.

**8. Loss of privilege to use data:** In the event that the Guttmacher Institute determines that you are in violation of the conditions for using the data, you will agree to destroy the data files upon request.

**9. Change of contact details:** You will promptly inform the contact person named on page 1 of any change in your personal details as contained on this data request form.

Please provide a short description of the data files requested and how you plan to use the data (if needed, an additional page may be attached): \_\_\_\_\_

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Your signature indicates your agreement to comply with the above-stated requirements.

Name of person entering agreement: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Research Staff</b>			
<b>Name (print)</b>	<b>Signature</b>	<b>E-mail Address (print)</b>	<b>Date</b>

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