

ICPSR Authentication and Authorization Rules

Version 3 – August 27, 2018

Access Levels

The ICPSR repository provides the following levels of access to data and data-related resources, consistent with deposit agreements for stored objects:

- Public-use
- Restricted-use, requiring a Data Use Agreement and provided through a secure mechanism (in order of increasing restriction):
 - Secure download/physical media
 - ICPSR's Virtual Data Enclave
 - ICPSR's on-site Physical Data Enclave

The repository commits to authenticating its users and to determining which users are authorized to receive data resources, and which kinds of data they may access. This is achieved through registration mechanisms and access rules:

Registration

The repository requires registration of all users downloading data through the Web sites that ICPSR manages (some of ICPSR's sponsored sites provide the option to login anonymously as a "guest").

Registration profile

ICPSR requires a limited user profile, including the following elements:

- Email address
- MyData password (created by user)
- Name
- Academic status (student, faculty, staff, etc.)
- Department, discipline, or academic unit
- Whether ICPSR can share user's name, email address, and download information with the appointed ICPSR representative at the user's institution [the default is to share]

Only the first three elements are required. These credentials are stored but not made available to others without the user's permission.

Access Requirements

The repository requires that its users are authorized to receive digital objects based on the following criteria:

Public-use data supported by the ICPSR membership. To access, users must:

- (1) Be a student, faculty, or staff at an ICPSR member institution in good standing; or pay a fee
- (2) Login and register
- (3) Agree to Terms of Use

Public-use data supported by grants/contracts. Users must:

- (1) Login and register
- (2) Agree to Terms of Use

OpenICPSR public access data. Users must:

- (1) Login and register
- (2) Agree to Terms of Use and Creative Commons license

Restricted-use data (via secure download/physical media). Users must:

- (1) Login and register
- (2) Complete a Data Use Agreement, a legal agreement signed by the user's institution. This agreement describes critical data protection practices as well as procedures for destroying the data after the access period expires.
- (3) Obtain appropriate signatures and approval and abide by the terms of the agreement

Restricted-use data (via ICPSR's Virtual Data Enclave). Users must:

- (1) Login and register
- (2) Complete a Data Use Agreement, a legal agreement signed by the user's institution
- (3) Obtain appropriate signatures and approval and abide by the terms of the agreement
- (4) Have output from the Virtual Data Enclave inspected and approved (if required by the agreement)

Restricted-use data (via ICPSR's on-site Physical Data Enclave). Users must:

- (1) Login and register
- (2) Submit a proposal to use the on-site physical enclave, stating the data to be used, the research objectives, and the likely output of the analysis
- (3) Follow enclave procedures when in residence
- (4) Have all output inspected and approved before removing it from the site

Terms of Use

The repository requires that potential users of the ICPSR data holdings agree to Terms of Use in order to ensure and to reinforce ethical research practices. Specifically, ICPSR Terms of Use specify that users agree to:

- Use datasets solely for research or statistical analysis purposes and not for investigation of specific research subjects, except when identification is authorized by ICPSR
- Make no use of the identity of any research subject discovered inadvertently, and to advise ICPSR of any such discovery
- Not redistribute data or other materials without the written agreement of ICPSR [does not apply to openICPSR]
- Reference ICPSR's recommended bibliographic citation in any publication that employs resources provided by ICPSR [does not apply to openICPSR]
- Acknowledge that the original collector of the data, ICPSR, and the relevant funding agency bear no responsibility for use of the data or for interpretations or inferences based upon such uses

The repository reserves the right to take action in response to violations of the Terms of Use.

Matrix of Access Conditions

The following table provides a matrix of access conditions for ICPSR's data-related products.

Data

Resource	Open Access	Access Under Standard Conditions*	Access With Additional Conditions
Public-Use Data – Member Dues Supported			Access through download for users at member institutions; access fee for nonmembers
Public-Use Data – Grant/Contract Supported		X	
OpenICPSR Public-Access Data (distributed under Creative Commons license)	X		
Restricted-Use Data – Member Dues Supported			Access via secure mechanisms for users at member institutions who have completed a Data Use Agreement
Restricted-Use Data– Grant/Contract Supported			Access via secure mechanisms for users who have completed a Data Use Agreement
Noncurrent Older Versions of Data – Member Dues and Grant/Contract Supported			Access through request in writing that states the rationale for access; member conditions apply

* **Standard** conditions involve (1) registration and (2) agreeing to/complying with Terms of Use.

Online Analysis

Resource	Open Access	Access Under Standard Conditions*	Access With Additional Conditions
Survey Documentation and Analysis (SDA) – Member Dues Supported			Access to online analysis for members only
Survey Documentation and Analysis (SDA) – Grant/Contract Supported		X	
Survey Documentation and Analysis (SDA) Restricted-Use -- Grant/Contract Supported	X		Open access with security provisions
Quick Tables – Member Dues Supported	Inap.	Inap.	Inap.
Quick Tables – Grant/Contract Supported	X		
Data-Driven Learning Guides – Member Dues Supported (distributed under Creative Commons license)			Access to static Web pages that comprise DDLGs available to all; access to SDA component for members only
Data-Driven Learning Guides – Grant/Contract Supported (distributed under Creative Commons license)		X	

* **Standard** conditions involve (1) registration and (2) agreeing to/complying with Terms of Use.

Documentation, Metadata, and Related Tools

Resource	Open Access	Access Under Standard Conditions*	Access With Additional Conditions
Public Use Documentation (Codebooks, questionnaires, etc.)	X		
Metadata Records – DDI Format (distributed under Creative Commons license)	X		
Metadata Records – MARC Format (distributed under Creative Commons license)	X		
Social Science Variables Database	X		
Bibliography of Data-Related Literature	X		
ICPSR Thesaurus	X		
ICPSR Web Site	X		

* **Standard** conditions involve (1) registration and (2) agreeing to/complying with Terms of Use.

Staff Access Requirements

As employees of the University of Michigan, which is an ICPSR member, ICPSR staff are authorized to download ICPSR data files from the Web site with the same permissions and responsibilities as any users from member institutions.

In addition, as a condition of employment within the Institute for Social Research, ICPSR staff must complete a confidentiality pledge stating that they will not reveal the identities of survey respondents or the substance of responses; that they will not contact respondents; that they will not release a dataset except in accordance with policies of ISR and ICPSR; and that they will take all necessary precautions to avoid unintended disclosure of confidential information. Staff working with data at ICPSR must also complete a disclosure risk training course.