

DIW Internal Use of the Regional Data Expansion of the SOEP Database (GEOCODES)

The technical/organizational measures correspond to those valid for files classified at DIW Berlin as belonging to Security Level 3:

- At least two-stage authorization process for data access
- Authorized users must be able to recognize if a third party has accessed, or attempted to access files (access protocol)
- DIW employees may not use the data outside the premises of DIW Berlin
- Access is restricted to the central DIW Berlin IT facilities
- Regular oversight by data security personnel

The following technical/organizational measures must be fulfilled:

- **Data Storage:** double-locking system (for example, a locking diskette container inside a locked cabinet) or a data safe;
- **Usage on non-networked computers (only in exceptional cases):** BIOS password; use of security software that includes additional password protection of individual files, that enables recording of data access and that enforces regular password changes (for the file password); absolutely no usage on portable computers;
- **Working from the network or mainframe servers:** One-to-one allocation of authorized IDs to DIW Berlin workplaces (terminals/PCs); automatic disconnection of access after five minutes of idle time; recording of all data usage; requisite password changes after regular intervals (network/mainframe ID): absolutely no transmission of the data to anywhere outside the premises of DIW Berlin;
- **Control of access to central DV resources:** Coded combination lock for the computer room; at least six-digit alphanumerical password for administrators and authorization for use of the mainframe/network; full authorization only possible at the operator console in the computer room; central office facilities for main internal network in a separate high-security room with admission restricted to workers of the DV department.

Literature references:

Bernd Beier, The National Data Protection Law – Legal Procedures for the Administration of Person-Specific Data for EDV/PC (WEKA-Verlag, Kissingen)

The Hamburg Data Protection Representative: Data Protection in Networks, Hamburg 1994 (Author: Dr. Uwe Schläger)

Berlin Data Protection Representative: Data Protection in Sciences and Research, Berlin 1994 (Author: Dr. Rainer Metschke)