

DIW Berlin, 10108 Berlin

Information for SOEP Data Users

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Data Protection Regulations for Use of the SOEP Data

Dear SOEP Data User,

The SOEP data that you will receive after completion of your data distribution contract are sensitive data. This means that you and all SOEP users both inside and outside of Germany are required to comply with the German Federal Data Protection Act. I am writing today to ask you to ensure compliance with the following important provisions of this act.

Please implement all technical and organizational measures necessary to protect the data from unauthorized access. At a minimum, this entails the following:

- Sealed storage of original data media and any backup files
- Sealed storage of all materials describing the dataset in a separate location from the data media
- Prevention of unauthorized access to data processing equipment
- Protected access to the data through the use of passwords and regular password updates
- No remote data processing
- No data distribution to unauthorized parties
- Signed declaration by all authorized parties of compliance with data protection regulations ("Data Protection Declaration" sample form attached).

If you are able to take further measures to protect the data, you should do so. Your institution's data protection officer should be able to advise you on this.

The SOEP data are provided for research use. If you want to use SOEP data for a new research project, please contact SOEP Contract Management at soepmail@diw.de before beginning work. If in doubt as to whether a new project is covered by an existing SOEP contract, please ask SOEP Contract Management to be sure. Please note that the SOEP data are only available for your scientific research and not for expert reports you have been commissioned to produce (whether paid or unpaid). If you want to use SOEP data in an expert report, you will need an addendum to your contract. Please contact SOEP Director Jürgen Schupp if interested.



Socio-Economic Panel
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Legal Status
Registered Association based in Berlin
Municipal Court Berlin-Charlottenburg
95 VR 136 NZ

VAT No DE 136622485
Tax No 27 640 50519

Bank Accounts
Berliner Volksbank eG
Bank Code 100 900 00
Account Number 8 848 124 002
BIC (SWIFT-Code) BEVODE33XXX
IBAN DE17 1009 0000 8848 1240 02

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The data distribution contract covers only the use of SOEP data for research on the specific topic and with the staff members listed by name in your research project description. Student assistants and research associates who work for you must be registered (using the form “Addendum to an Existing Data Distribution Contract”). You are not permitted to provide the SOEP data to other individuals or institutions or to allow third parties access to the data, even in modified form.

If you have students who want to use the SOEP data for their research papers (bachelor/master theses, dissertations, etc.) and are not employed by your organization, please notify us of this in advance, providing the full names of the students, the (working) title of each paper or thesis, and the planned duration of each research project. After the projects have been concluded, you are responsible for ensuring that the students delete the data files.

When you have concluded your research work using the SOEP data, you are obliged to delete all of the data as well as any backup copies, extracted files, or help files as stipulated in your contract. Please contact SOEP Contract Management to end your SOEP data distribution contract (using the form “Data Distribution Contract Termination”).

Your right to use the data is terminated automatically when you leave the institution where you are currently working. If you move to another university and want to continue working with the SOEP data there, you are required to notify SOEP Contract Management (using the form “Address Change”). The precondition is that you provide written confirmation that you have deleted the data provided to you at your former institution. Please notify SOEP Contract Management of your departure from your previous institution without being solicited.

Parts of the standard SOEP dataset can be used for teaching purposes under the condition that you comply with the following two conditions. First, your teaching dataset may contain no more than 50% of the cases in the standard dataset (random groups 11-20 at a maximum). Second, you must ensure that your students do not keep any of the SOEP data after the class is over. If they did, this would constitute unauthorized data distribution and would result in the DIW revoking your right to use the data. If you want to use the data in teaching, you can find all the information you need at:

http://www.diw.de/en/diw_o2.c.222839.en/soep_in_the_college_classroom.html

In closing, I would like to underscore the importance of your compliance with these regulations. Strict adherence to data protection regulations is not only stipulated by law but is also in the general interest of the research community. A panel survey like the SOEP is crucially dependent on all our users' adherence to the provisions of data protection law. If you have any questions, please do not hesitate to contact me.
Best regards,



p.s. All the forms listed above can be found at: <http://www.diw.de/SOEPforms>