

# Heller School for Social Policy and Management

## Security Implementation Guidelines- Code of Personal Conduct for Faculty, Staff and Students

For use by the Heller School faculty, staff and students to ensure that security protections are adequately implemented for information security. This document must be renewed annually.

**Please review, confirm your understanding of the following security requirements, and sign where indicated.**

1. You have read and agree to abide by the rules in the Heller Information Security Policy document, with particular attention to section 4: Information Security Standards and Policy on page 13.
2. If your research is subject to a data use agreement (DUA) you certify that the specific requirements in the DUA can be met in Heller's secure data environment or that the research will take place in a facility which has been previously certified to meet the security requirements in the DUA.
3. You have provided a list of people (e.g. researchers, partners, etc.) with access to the research information or facility. You have provided the categories of people (e.g. IT support, facilities maintenance) that also have access to the research information or facility.
4. You agree to remove access to the research information of anyone who changes jobs or leaves the University such that they no longer require such access.
5. If remote access to the research information is required, you will ensure that the remote access is within the specifications of your DUA.
6. You agree to report a security breach, or possible breach, within 24 hours to the Heller Information Security Committee, the Brandeis Institutional Review Board (IRB), the Principal Investigator (PI) on the project, and the Heller Dean. It may be necessary to involve the campus police, as well.
7. If your research protocol includes the collection of original data in the field, you must have the approval of the IRB. Prior to bringing any data into Heller, the PI agrees to comply with the Information Security Policy, including the classification of the data. The PI also agrees to the appropriate handling of Confidential and Strictly Confidential data (defined in the Heller Information Security Policy).
8. If you are the PI, you agree to destroy all original physical media at the end of the DUA per the standards in the Heller School Data Disposition Policy document.
9. If you are the researcher, you agree to destroy all derivative files containing cells of 12 or fewer individuals or observations in every cell, regardless of what the rows and columns contain. For example, the derivative files must be destroyed if either the numerator or denominator is less than 12.
10. All members of the Heller community are expected to comply with the highest standards of ethical and professional conduct. You understand that willful non-compliance to the Heller Information Security Policy could result in serious Heller School consequences, and individuals may be subject to disciplinary action.

Signature of Heller faculty/staff/student \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Received by the Heller Security Research Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Effective date October 4, 2012