SAGE Analytic Environment Code of Conduct Acknowledgement

Welcome to the SAGE analytic environment. We will do our best to ensure your requests and concerns are addressed efficiently and adequately in regards to the operation of the analytic environment. If you have any questions or concerns please contact us: data@policywise.com.

As part of obtaining access to the SAGE analytic environment all users must indicate they understand and agree to the following:

1. The user must abide by all conditions and best practices of their data access agreement, applicable ethics board(s), and academic institution(s).
2. The data provided by SAGE will only be used for the research purposes stated in the data access agreement.
3. As part of their ethics and data access agreements the user is committed to protecting the privacy of the research subjects whom these data are about. As such, they understand best practices to minimize disclosure risk and must abide by these best practices.
4. The user will in no way attempt to reproduce the provided individual level source data outside of the SAGE analytic environment. This includes written facsimiles, screenshots, or photos of the source data.
5. SAGE is providing access to individual level data only within the SAGE analytic environment. Absolutely no individual level data will be extracted for use outside of the SAGE analytic environment.
6. Any breach or violation of data security must be reported immediately to SAGE staff who will move to rectify the situation. The user must provide to SAGE any results of an investigation into a breach. They must also inform their other team members of the incident.
7. The user shall advise SAGE if they have concerns about the analytic environment if they suspect a) technical issues or b) compromised security of the analytic environment.
8. Secondary data users who derive new variables from the provided data will make available those derived data for future use. These data will be repatriated and added to the existing source datasets.
9. SAGE reserves the right to revoke any user's access if it has been determined that the user has violated any of the terms listed here or any terms of the original signed data access agreement.

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Date

_____   _____

Print name   Signature - I hereby acknowledge and agree to all of the above conditions.