

Data-Use & Access Checklist

Complete with the Data Steward BEFORE touching any project data. See Ch. 11 / Data Governance Policy.

Project: __ **Dataset:** __ **Data Steward:** __ **Date:** __

Authorization

- ☐ CITI/IRB training current for my role
- ☐ I am named on the approved IRB protocol (if human-subjects)
- ☐ IRB-of-record confirmed: __
- ☐ Data Use Agreement (DUA) reviewed; I understand its terms

Handling rules for THIS dataset

- Data tier: ☐ Public ☐ Registered ☐ Controlled
- Analysis must happen in: __ (e.g., approved workbench only)
- Data egress allowed? ☐ No ☐ Yes (what): __
- De-identification status: __
- Small-cell / suppression rules: __
- Required citation/acknowledgment text: __

Security

- ☐ Storage location approved & access-controlled
- ☐ No restricted data in chat/email/personal devices/public repos
- ☐ Secrets/credentials kept out of code (.gitignore verified)
- ☐ Re-identification will never be attempted

Sign-off

Member __ **Data Steward** _ **Date** __