

DATA REQUEST POLICY

GUIDELINES

- All requests for data should be project-specific rather than a blanket request for data, e.g., birth certificate data for all births between 1996 and 2000. A blanket request for data should be considered only if
 - 1) a series of beneficial analyses and/or projects are proposed,
 - 2) it is mutually beneficial and in the best interest of both parties, and
 - 3) special procedures are developed to safeguard everyone's interest and concerns
- All requests should be accompanied by the Cobb & Douglas Public Health (CDPH) Data Request Form which outlines the specific data being requested and the purpose of the data requested. For those investigators who may have prior access to the data from another project, no work on any new project may be performed without prior approval.
- CDPH Epidemiology Department will have a **two-week** timeframe to approve and provide data for all projects. However, the turnaround time may be longer for provision of new or large data sets, during an imperative epidemiologic investigation, or staffing changes.
- All data released outside CDPH will be de-identified.
- Researchers are prohibited from releasing any CDPH data to another party for any reason. All researchers must go through CDPH Epidemiology to acquire data, even if the researcher is on a team with someone who already has CDPH data.
- Before submission for publication or other distribution, CDPH Epidemiology should receive a copy for review and comment. CDPH Epidemiology must be given at least two weeks for comment. If a Centers for Disease Control and Prevention (CDC) author, this process should occur before submission for CDC clearance.
- Researcher(s) will sign the Policy for the Release of Public Use Data (pg. 2)



POLICY FOR THE RELEASE OF PUBLIC USE DATA

THE INFORMATION YOU ARE RECEIVING IS CONSIDERED PUBLIC USE DATA IN THAT IT DOES NOT CONTAIN PERSONALLY IDENTIFIABLE DATA. PERSONAL IDENTIFIERS INCLUDE BUT ARE NOT LIMITED TO: NAMES, SOCIAL SECURITY NUMBERS, AND RESIDENTIAL ADDRESSES.

HOWEVER, IF THIS PUBLIC USE DATA IS USED TO IDENTIFY INDIVIDUALS, THE USER SHALL BE AWARE OF THE FOLLOWING DEFINITION OF PROTECTED HEALTH INFORMATION:

“Protected health information means any information , whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual’s past, present, or future physical or mental health status, condition, treatment, service, products purchased, or provision of care, and which (a) reveals the identity of the individual whose health care is the subject of the information, or (b) where there is a reasonable basis to believe such information could be utilized (either alone or with other information that is , or should reasonably be known to be, available to predictable recipients of such information) to reveal the identity of that individual.

“For example, if a health record contains sufficient information to identify an individual to whom it relates because it provides information which specifically narrows the class of individuals in an aggregate setting (such as an HIV report that contains the race, sex, age, county of residence, date of infection, place of treatment, or other information about an individual in a rural community with limited cases of HIV infection), such record may also be considered identifiable in its existing form, and thus protected health information.”

AS THE RECIPIENT OF THESE DATA AND BY YOUR SIGNATURE, YOU ACKNOWLEDGE THAT YOU UNDERSTAND THE FOLLOWING STATEMENT AND AGREE TO USE THE DATA ACCORDINGLY.

“Protected health information contains health-related information about individuals which may be highly-sensitive. This information is entitled to significant privacy protections under federal and state law. The disclosure of this information outside public health agencies in an identifiable form is prohibited without the written consent of the person who is the subject of the information, unless specifically permitted by federal or state law*. Unauthorized disclosures of this information may result in significant criminal or civil penalties, including imprisonment and monetary damages.”

Signature

Date

Print Name

Title

Organization