

I have received data collected originally for the \_\_\_\_\_ project, and I hereby attest that I am informed and I understand the ethical requirements and guidelines for **responsible conduct of research** ([http://www.tenk.fi/sites/tenk.fi/files/HTK\\_ohje\\_2012.pdf](http://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf)) and **data protection** ([www.apa.org/ethics/code/](http://www.apa.org/ethics/code/)).

In addition to these general requirements, I pledge that

1. I will use and analyse the data only for research purposes agreed upon with the representatives of the *Board of Principal Investigators* (representatives of BPI may include e.g., supervisor or senior researcher).
2. I will not give, forward or show the data to anyone (an exception to this are supervision meetings, supervised sharing of analyses, or seminar or conference presentations which have been agreed upon).
3. I will not make copies of the data to an external storage such as a memory stick or a pc or cloud services or network drives, and I will not take pictures or otherwise capture and store documentation of the data.
4. I understand that I am bound to an obligation of confidentiality (Personal Data Act 33§) regarding the participants, data and the project (e.g., measures, institutions and individuals participating in the study) and that this obligation extends also to time when my analyses, thesis or sub-study have been completed.
5. I will keep the data stored in a secure place (specified together with the representatives of the BPI) that can be accessed only by using my personal password. In a case when a temporary external storage will be needed I agree to transfer data to a secure storage place as soon as possible and I will remove it from the external storage immediately after that.
6. I will not use unencrypted e-mail (or other unprotected means) to transfer data. I will not take project data which includes identification variables forming a breach to confidentiality to countries outside EU/ETA.
7. I will use only data analysis programmes or video or audio applications that fill the requirements of data protection.
8. I will notify immediately a representative of the BPI if I suspect data protection to be compromised (e.g., parts of the data or variables have not been handled with de-identification techniques).
9. The representatives of the data owner (e.g., supervisor, senior researcher, data management officer) have the right to terminate this agreement if a breach of contract will emerge.
10. When my thesis/study is completed, I will make sure that data including possible changes and additions that I have made to the data are transferred to the representatives of the owner (e.g., senior researcher, supervisor, data management officer) and I will delete all working copies of the complete or partial data that I have had in my possession.
11. I will not publish research findings based on the data without co-author(s) from the research group (unless specifically agreed upon with the board of principal investigators BPI).

In \_\_\_\_\_, \_\_\_\_\_. 20\_\_\_\_\_  
*location and date*

*Name and signature of the recipient*

*Name and signature of a representative of the BPI  
 (e.g., supervisor, senior researcher or data management officer)*

\_\_\_\_\_  
*e-mail address from which the recipient can be contacted within a week*

**There are two copies of this agreements: one for the recipient and one to be stored in the project archives.**

Note. Principal investigators are responsible for drawing contracts on the ownership and user rights and of management plans for research data storage and preservation, reuse and publishing, and planned disposal.