INSTRUCTIONS FOR USE OF WIHS CONTEXTUAL DATASET

In order to decrease the heightened risk of deductive disclosure, WIHS has implemented the following protocol, which must be followed by investigators who access the WIHS contextual data. This protocol is based on the National Center for Health Statistics (NCHS) procedures for the use of similar datasets.

WIHS Procedures to Reduce Risk of Disclosure	**Instructions for Researchers**
Limit access: Datasets are restricted to Investigators with approved WIHS concept sheets.	**Investigators must:** • Not share data with staff who are not listed on the local IRB application of the investigator whose concept sheet has been approved by the WIHS. • Not store files on unencrypted or unsecured devices (e.g., USB drives, unencrypted computers)
Require a research proposal: The proposed research will undergo a "Geocoding Review" as part of the concept approval process (WDMAC will assign a reviewer). The reviewer will examine the variables and level of geographic data requested, the plan of analysis, and the output requested by the investigator. **<u>This approved concept sheet is a data use agreement between WIHS and the Investigator.</u>**	**Investigators must:** • Follow the concept sheet guidelines. • Conduct only the analyses for which the investigator has received approval.
Access policies, procedures, and rules are designed to reduce risk of disclosure. We have developed processes for limiting risk of deductive disclosure, including, but not limited to the following: (1) UNC WIHS staff create data sets for Investigators to analyze (i.e., analytic data sets) by merging WIHS data with data from the census or other administrative sources. (2) Analytic datasets provided to investigators contain only the values of specific contextual variables requested and not geographic locator information. (3) WIHS shares data with approved Investigators through a secure transfer mechanism (e.g., Globus Connect).	**Investigators must:** • Not use ANY technique to learn the identity of any person or sampling unit not identified in the analytic dataset. • Immediately inform WDMAC and UNC staff if the identity of anyone in the data set is disclosed. We advise investigators to take the brief confidentiality course offered by NCHS (NCHS Confidentiality Training) to understand the risk of deductive disclosure

(4) Statistical disclosure limitation methods are used, including: • Restriction of variables to those specifically outlined in the concept sheet. • Removing raw counts from area-level data and replacing them with rounded numbers, percentages or other coarsened values as appropriate. • Suppression of data to prevent identification of individuals in small groups or those with unique characteristics. • Removal of margin of error from analytic datasets unless it is specifically needed for the proposed analysis	
Perform disclosure review: All abstracts, posters and manuscripts must be reviewed by the Geocoding Reviewer concurrently with the WIHS Executive Committee review.	**Investigators must:** • **NEVER** map any participants' geographic location. • Not disclose any specific geographic information that is not available in the public use dataset (e.g. specific states, counties). • Be mindful that using and displaying multiple contextual variables in conjunction with WIHS data could inadvertently identify a small cell or extreme case. ○ Therefore, avoid small sample cell sizes (<10) in tables that contain contextual data.