

**Non-Disclosure Affidavit  
Research Data Center (RDC)**

(To be completed by each researcher and NCHS RDC staff)

The personal information requested below will be kept confidential and will only be used for identifying a researcher who may be granted access to confidential EPA data. The information you provide below will be protected under the Privacy Act of 1974. Providing this information is strictly voluntary; however, not providing the information will prevent you from completing the process required for data access. There are penalties for misuse of information under the Privacy Act of 1974: "Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000" (5 U.S.C. 552a(i)(3)).

**PART A: Contact Information**

Name (Last, First, Middle)	
Date of Birth (MM/DD/YYYY)	
US citizen (Yes or No); If no, provide country of citizenship.	
Work address (street, city, state, zip code)	
Home phone number	
Cell phone number	
Personal e-mail address	
Census Special Sworn Status – please select applicable option	<input type="checkbox"/> I already have Special Sworn Status <input type="checkbox"/> I will apply for Special Sworn Status <input type="checkbox"/> I do not need Special Sworn Status – analytical work will not take place in a Federal Statistical RDC
Employer name	
Work address (street, city, state, zip code)	
Work phone number	
Work e-mail address	
Name of supervisor	
Supervisor phone number	
Supervisor e-mail address	

**PART B: Project Information**

Provide project title (as listed in the approved project proposal) and up to five keywords that describe the project.

Project Title: \_\_\_\_\_

Keywords: \_\_\_\_\_

Expected time period for project operation:

From (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ to (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART C: Affidavit of Non-Disclosure**

I, (print name) \_\_\_\_\_, do solemnly swear (or affirm) that I will observe all policies and procedures to protect the confidentiality of data to which I will have access to in the RDC as set forth in the RDC's *Disclosure Manual - Preventing Disclosure: Rules for Researchers*.

I will not disclose confidential information contained in data files, lists, or reports created from using restricted-use EPA data, which are protected under the Privacy Act of 1974. I have read and understand the penalties set forth under the Privacy Act\*.

I will only conduct analyses related to the research question(s) for which I have received approval. I will not use any technique or other data to learn the identity of any person, establishment, or sampling unit in the confidential data files.

I agree that I will not remove any confidential data from the RDC. Similarly, I will not copy any data, files, output, or programs onto transportable electronic media. I will not photograph or transcribe any data, output, or programs and remove them from the RDC.

I understand that the output from data analyses will be reviewed by an RDC staff member for disclosures of confidential data. It is my responsibility to protect these data and resulting output in order to prevent additional risk to the persons or establishments who provided the data. If I discover or can inadvertently deduce person-level information, it is my responsibility to not share this information with anyone or publish it, and I will immediately bring this to the attention of an RDC staff member.

I understand that the deliberate violation of any of these conditions may result in cancellation of my data access agreement and I may be escorted from the RDC by authorized Federal Protection Service staff. I may also be barred from any future use of the NCHS RDC or Census RDCs upon review and determination by the sponsor of the data.

I am also aware that I can be held legally liable for any harm incurred by persons or establishments contained in the data that I have access to, which may result from my activities that deviate from RDC rules, procedures and standards of conduct.

If I have questions about RDC rules or procedures or other concerns, it is my responsibility to ask an RDC staff member.

I understand that knowingly and willfully making or using a false statement in any matter within the jurisdiction of any Department or Agency of the Federal Government violates Title 18 U.S.C. § 1001 and is punishable by a fine or up to eight years in prison or both.

Signature of Researcher:

\_\_\_\_\_

Subscribed and sworn (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

At (city) \_\_\_\_\_, (state) \_\_\_\_\_

[SEAL]

Notary Public Signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_ Title (Officer/Notary Public): \_\_\_\_\_

RDC employee supervising researcher:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The oath of non-disclosure must be administered by a person specified in 5 U.S.C. § 2903. The word "swear," wherever it appears above, can be stricken out when the researcher elects to affirm rather than swear to the affidavit; only these words may be stricken, and only when the researcher elects to affirm the affidavit.

\* **Privacy Act of 1974 penalties include:** "Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000" (5 U.S.C. 552a(i)(3)).