

## Agreement Form for Required Terms and Conditions per Use of the Developed Confidential Datasets

To: <Name of RIETI Chairman>

Chairman, Research Institute of Economy, Trade and Industry

Date: xx xx, 20xx (Please spell out the month in all references to the date.)

Name of the User: John A. Smith (Print)

John A. Smith (Signature)

Please sign here by hand.

Indicate the name of the requested confidential datasets, including the confidentiality level and the year(s) in which the survey(s) was (were) conducted.

Title & Affiliation: Professor, XYZ Research Center, ABC University

I hereby declare the following in relation to the use of 2007, 2009, and 2011 JSTAR (Japanese Study of Aging and Retirement)—High Level (hereinafter the “Confidential Datasets”) developed by the Research Institute of Economy, Trade and Industry (hereinafter “RIETI”).

1. I have read the RIETI Regulations Regarding the Protection and Management of Confidential Datasets and the terms and conditions of use stipulated by RIETI; understood their contents; and shall comply with all such terms and conditions as the user of the Confidential Datasets.

2. I shall handle the Confidential Datasets with utmost care to ensure their confidentiality and comply with the following matters:

Specify the location of use.

- 1) Only use the Confidential Datasets at my office stated in the Application Form for Use of the Confidential Datasets dated on xx xx, 20xx and will not remove them or the PC being used from such location(s) except when returning such datasets;
- 2) Never provide or disclose in whole or in part the questionnaire of the Confidential Datasets or relevant copied documents (including any electronic media) by any means, such as copies or any other methods;
- 3) Return or destroy the Confidential Datasets and any datasets that have been produced by processing the Confidential Datasets upon their use or the termination or rescission of the contract;

- 4) Accept inspections regarding the management of the Confidential Datasets conducted by RIETI at any time;
  - 5) Promptly notify RIETI in the case an accident or disaster in relation to the Confidential Datasets occurs;
  - 6) Immediately accept RIETI's request to terminate the use of the Confidential Datasets or its demand that such datasets be returned or destroyed, in the case we (the user) breach any of the above matters; and
  - 7) Not connect a PC containing the Confidential Datasets to a network if the latest firewall or other antivirus software is not installed. Also, never install file sharing software on the PC being used.
3. I shall create records of the receipt, use, management, destruction, and return of the Confidential Datasets and keep such records for a period of three years after the completion or termination of using the datasets, and shall cooperate in good faith when RIETI conducts audits or inspections.