

Declaration Form for the Status of Usage of the Confidential Datasets

(For use by external users)

To: Confidential Datasets Control Manager, RIETI

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
in ink.

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

I hereby declare the status of usage of the Confidential Datasets as follows:

1. Name of the Confidential Datasets:

2007 JSTAR (Japanese Study of Aging and Retirement)—High Level

2009 JSTAR (Japanese Study of Aging and Retirement)—High Level

2011 JSTAR (Japanese Study of Aging and Retirement)—High Level

2. Date on which the Confidential Datasets were received:

xx xx, 20xx

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

3. Methods by which the Confidential Datasets are being or have been used and managed:

The Confidential Datasets were used in the manner described below:

(1) Copy: From the micro-datasets (all in the form of magnetic media) held by the Research Institute of Economy, Trade and Industry (RIETI), a set of data were copied onto a DVD by John A. Smith, professor at XYZ Research Center, ABC University, in Room No. 3 of said research center.

(2) Compilation of datasets used for analysis: Using the copied data, datasets for use in analysis were compiled.

(3) Processing and analysis of the datasets: The datasets were used for analyzing ABC and XYZ.

The Confidential Datasets were managed in the manner described below:

The Confidential Datasets were used solely on the PC and the location stated in the

Application Form for Use of the Confidential Datasets submitted to and duly accepted by RIETI on xx xx, 20xx. While not in use, the DVD containing such datasets was put in a large envelop bearing the name of the research and the name of the Confidential Datasets Manager in charge, and then stored and locked in a designated repository in Room No. 3 of XYZ Research Center, ABC University.

4. Treatment of the Confidential Datasets upon completion of usage:

Disposal or Return

* Shadow or outline the applicable box.

Provide the contact e-mail address assigned by the responsible person's affiliated organization (university, research institute, etc.). No personal e-mail address is acceptable.

5. Person responsible for the above treatment:

*John Smith, Professor
XYZ Research Center, ABC University
Phone: 123-456-7890 E-mail: jsmith@xxx.edu*

6. Date of the above treatment:

xx xx, 20xx