

[NCDHHS Data Sharing Guidebook](#)

Appendix B. NCDHHS Terms and Conditions of Data Access and Use

Benefit to the community and the common good

Use of NCDHHS data should provide reasonable potential to benefit the community and the common good. Reasonable benefit to the community and the common good includes any questions that, when answered, provides direction for improving processes and/or outcomes for human service delivery, funding priorities, or policy development. The common good also includes the benefit of developing new knowledge and efforts leading to the development of evidence-based practice.

Requestor Credentials

NCDHHS employees have signed the [NCDHHS Data Use Confidentiality Agreement](#), and understand that ensuring the security and confidentiality of information about the people we serve is of critical importance to NCDHHS.

Credentials for all requestors who are not NCDHHS employees or credentialed contractors must be evidenced by appropriate documentation (i.e., current professional role, CV or resume). As appropriate, NCDHHS Data Office will review credentials to determine whether the requestor has the appropriate credentials to access data, prior to approval.

Beyond NCDHHS employees and contractors, Data Use Agreements can only be granted to an appropriate agent from one of the following institutions: a governmental institution, an institution of higher education; an organization funding or providing services and programs related to NC government agencies; or a direct service provider that provides services to North Carolina residents.

IRB Approval

Research requests may require review and approval by an Institutional Review Board with jurisdiction to review the proposed project. If you are DPH staff engaged in research activities, you may be required to submit an application to [DPH IRB](#).

Privacy and Confidentiality

Data released to the requestor must be kept secure and cannot be shared with unauthorized users. Data Senders and Data Recipients must comply with all DUA provisions.

Data Recipient responsibilities before disseminating results

Data Recipients for Operational Purposes related to COVID-19 or Substance Use Disorder, and/or otherwise designated within the DUA, are required to share externally disseminated findings (any release external to NCDHHS) to the Data Office at least 5 working days prior to dissemination. The Data Office will communicate with the Communications Office prior to release.

Unless otherwise stipulated within the DUA, Data Recipients for Research Purposes are required to share findings to the Data Office at least 30 days prior to any public release. Data Office staff will confirm in writing that key findings have been reviewed prior to release.