

Following is a description of the procedures Westat will take to assure confidentiality of study data collected from the NIH-AARP Diet and Health Study respondents:

- Study data will be identified and retrieved by a study number only.
- Social Security Numbers will not be collected.
- Hard-copy records provided by the respondents will be destroyed once the study data has been incorporated into the study datasets.
- Respondent identifiers (name, address, and telephone numbers) will be stored in a secure, password protected, and locked file according to the DHHS ADP Systems Security Policy.
- Hard-copy data forms will be identified only by a study identification number and will be stored in locked files at the contractor's facilities.
- All computerized data will be maintained in a manner that is consistent with the DHHS ADP Systems Security Policy.
- No reports or data files will contain personal identifiers.
- All contract staff working on the study will be required to sign a statement pledging to maintain the confidentiality of all data.
- Access to study data will be limited to the staff working on the study.
- When the study is complete or until the data is no longer required for research, the data will be destroyed as required by NIH Manual 1743 – Keeping and Destroying Records.