



Bureau of Labor Statistics  
Confidential Data Access Information  
Virtual Data Enclave (VDE)  
Highly Restricted Datasets



For multiple researchers applying together, but affiliated with different institutions, one form should be completed for each institution.

### Conditions of Data Access

- The information you provide will be used by the Bureau of Labor Statistics (BLS) for administrative purposes associated with granting access to restricted BLS data.
- BLS requires a legal agreement with the institution and an Agent Agreement for each individual. The terms and conditions of those agreements are not negotiable.
- Researchers are expected to begin work on projects as soon as their VDE accounts are set up. If you are not yet ready to begin accessing the VDE, you are responsible for notifying the BLS in advance to delay processing of your legal agreement.
- Researchers are responsible for notifying the BLS of any changes. If an agent leaves the institution during a project (e.g., because a researcher graduated) BLS will terminate that agent's access to the confidential data. If no other agents remain at the institution or if the research project ends, BLS will terminate the legal agreement with the institution. If researchers are added to the project or if any work location details entered in Section 5 below change, researchers are responsible for re-submitting this form indicating those changes.
- Agreements are specific to each research project. If you have an active project and you later wish to use the same data for an additional project, you must submit a new proposal.
- All research outputs derived from confidential BLS data will be reviewed by BLS to ensure that they comply with requirements to protect respondent confidentiality.
- BLS reserves the right to inspect the facilities where confidential data are used to verify compliance with the terms and conditions of the legal agreement.
- The VDE must be accessed from a single non-private static IP address that is associated with the institution and restricted to the precise approved room so access can be tracked. If the institution is unable to provide a location-specific IP address restricted to a single room, a static IP address is still required and the VDE must be accessed from a non-portable desktop computer located in the approved room.
- Work must be performed in a locked room that is only accessible to designated agents while BLS restricted data are accessed. The institution must maintain a log of individuals accessing the room. Examples of acceptable workplace arrangements include:
  1. A dedicated room that is only accessible to the agents on the project. This room would need an electronic lock that records badge entry.
  2. A room that may be used by other people when you are not accessing the VDE. This room would need an electronic lock that records both badged entry and exit so we can ensure that no unauthorized individuals were in the room with you.
  3. A library carrel with a locked door that has one key. A librarian keeps the key and anyone using the carrel signs the key in and out and maintains the access log.

1. Institution Information	
Institution Legal Name ( <i>legal names may differ from website information, confirm with your institution</i> ):	
Identify Signing Official: <b>No signature is needed on this form.</b> This official must have the authority to enter into legal binding agreements on behalf of your employer or educational institution. <b>Check your institution's policy.</b> Typically, the signatory for an educational institution will be a contract or grant officer from a Sponsored Programs or Sponsored Research office. When proposing a signatory who is not from a Sponsored Programs or Sponsored Research type of office, briefly describe your institution's policy in the space provided. Generally, a Dean or Department Chair does not have the appropriate legal authority.	
Name:	
Title:	Email:
Comments:	

2. Recipient Project Coordinator	
<i>The Recipient Project Coordinator is responsible for ensuring researcher compliance with the BLS data sharing agreement. A project coordinator must be a full-time employee of the institution and serves as the main point-of-contact between the BLS and the institution. A researcher may serve as project coordinator unless that individual is a student. Examples of acceptable project coordinators include professors, academic advisors, or department chairs.</i>	
Name:	
Title:	
Institution:	
Email:	
Phone:	

3. External Datasets	
<i>List all external datasets that you intend to link to confidential BLS data and their source(s). For any proprietary non-public datasets, you must verify that you have permission to legally share the data with the BLS under the terms of the purchasing or licensing agreement for the data. Access to external data is restricted to the BLS staff or contractors assisting with the project, but once the data is co-mingled with BLS data it cannot be removed from the VDE. (It will be deleted or destroyed at the end of the project.)</i>	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

4. Import Coordinator	
Identify ONE member of the research team who will upload the imports of external datasets:	

5. Researchers accessing the VDE (All work must be performed on institution premises; dorms or residences are not permitted. Work locations must be located in the United States.)		
1. 1	Name:	
	Title:	
	Academic/Business Email:	
	Academic/Business Phone:	
	Room number & address (city, state, zip):	
	Static IP Address of the room identified above (see page 1 instructions): (IT executive attestation required below)	
	Describe the work environment, indicating which option from the <b>page 1 instructions</b> you will utilize, or explaining an alternate workplace arrangement that fulfills BLS requirements:	
	Smartphone Device Type: ( <b>*You will be assigned a SecurID software token to turn your smartphone device into a two-factor authentication device to log into your VDE account.</b> )	
	<input type="checkbox"/> iPhone <input type="checkbox"/> Android <input type="checkbox"/> Other, please specify:	
Software: ( <b>**Even if you do not request all software options listed, some applications may still be available as defaults on your VDE Desktop that you are allowed to use.</b> )		
<input type="checkbox"/> SAS <input type="checkbox"/> Stata <input type="checkbox"/> R <input type="checkbox"/> RStudio <input type="checkbox"/> Stat/Transfer <input type="checkbox"/> Python (Spyder/Jupyter Notebook)		
10. 1	Name:	
	Title:	
	Academic/Business Email:	
	Academic/Business Phone:	
	Room number & address (city, state, zip):	
	Static IP Address of the room identified above (see page 1 instructions): (IT executive attestation required below)	
	Describe the work environment, indicating which option from the <b>page 1 instructions</b> you will utilize, or explaining an alternate workplace arrangement that fulfills BLS requirements:	
	Smartphone Device Type: ( <b>*see note above</b> )	
	<input type="checkbox"/> iPhone <input type="checkbox"/> Android <input type="checkbox"/> Other, please specify:	
Software: ( <b>**see note above</b> )		
<input type="checkbox"/> SAS <input type="checkbox"/> Stata <input type="checkbox"/> R <input type="checkbox"/> RStudio <input type="checkbox"/> Stat/Transfer <input type="checkbox"/> Python (Spyder/Jupyter Notebook)		

**Signature of Senior IT Executive such as a Chief Information Security Officer (CISO), Chief Information Officer (CIO), Chief Technology Officer (CTO), or Senior ISO for a school or college within a university structure**

*(If this form is being submitted as an update and there have been no changes in the original work locations and associated IP addresses, no signature is needed in this section.)*

I hereby attest that all workrooms will be configured with the associated static IP addresses listed in this form, and that the institution will continue to maintain these static IP addresses.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

**Privacy Act Statement.** The information you provide will be used by staff at the Bureau of Labor Statistics (BLS) for administrative purposes associated with granting access to restricted BLS data. In accordance with the Privacy Act of 1974 as amended (5 U.S.C. 552a), details about routine uses can be found in the system of records notice, DOL/BLS – 21, Data Sharing Agreements Database (81 FR 47418). Providing the information on this form is voluntary; however, the BLS will not be able to grant access to restricted BLS data without this information. The information provided will be used to draft agreements with your institution, which upon full execution are public records. The BLS is authorized to request the information on this form under Title 5, United States Code, Section 301.

**Paperwork Reduction Act Statement.** This information is being collected to allow access to restricted information on a limited basis to eligible researchers for approved statistical analysis. We estimate that it will take an average of 15 minutes to complete this form. The responses to this collection of information are voluntary. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Email comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Bureau of Labor Statistics, Division of Management Systems, Attention: BLS Clearance Coordinator, BLS\_PRA\_Public@bls.gov.