



## SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY

Bloomington

### Click Collection System Dataset Request Form

Please use this form when requesting a copy of the Click Collection System Dataset from the IU School of Informatics and Computing. The Click Dataset is large (~2.5 TB) which requires that it be transferred on a physical hard drive. Additionally, while the dataset has been approved by the Indiana University IRB for 'non-human subjects research' (protocol 1110007144), it might potentially contain bits of stray personal data. Therefore we require that you and your organization sign a license and data security agreement.

- 1. Initiate Request:** Send an email from your research organization email account to [Fil Menczer](#) with *all* of the following information:
  - Completed [License and Data Security Agreement](#) signed by researchers and *legal representative of your research organization*. (Read it carefully!) Please note that the maximum term is 3 years. The official title of the person with authority to enter into a legal agreement on behalf of your research organization must be spelled out.
  - Research organization and researcher(s) involved (include URL of website).
  - Description of the project along with the specific purpose for requesting the data.
  - Your email address from your organization or institution.
  - Shipping address.
  - Preferred file system format: NTFS (Windows) or EXT3 (Linux).
  - Any additional information that might be relevant for the review of your request.
- 2. Review:** We will review your request as promptly as possible. If the data steward approves the request, you will receive a confirming email with a request for a *hard drive with pre-paid return shipment*. **Do not send the drive until you receive the approval email with instructions.**
- 3. Data Transfer:** If your request is approved, you will send a blank 3TB hard drive to an address that will be provided. We recommend a shipping method to and from us with your desired level of insurance and tracking, as *we are not responsible for losses of hardware and data in transit*. We will return the loaded drive to the address specified in your request. The data on the drive will be encrypted using [TrueCrypt](#). The password to decrypt the data will be emailed to address that you specified in your request. It will be your responsibility to install and configure TrueCrypt on the system where you will be accessing the data.
- 4. Data Removal:** When you have finished using the data, you are responsible for securely and permanently removing the data including the drive that was used to transfer the data. You may refer to [online information about secure data removal](#).

*Indiana University  
School of Informatics and Computing*