Memorandum

TO: Applicants for HRS Restricted Data

FROM: Health and Retirement Study

RE: Client security in a Workstation-Server configuration

This memorandum outlines important points to consider if you plan to store HRS restricted data on a server and to use a client workstation on a local or campus network to access those data. The HRS restricted data protection must explain how data security for the client side of the client-server connection will be maintained. At a minimum, the plan should deal with these items:

1. Physical work space
    a. Researchers must access restricted data from the office assigned to them by their institution (a home office is not allowed). The data protection plan should specify the location of the office that will be used by the researcher when HRS restricted data are in use.
    b. Describe the physical security (building access control, private office, locked door required) of the researcher's office.
    c. Access to the client workstation should be limited to signers of the Restricted Data Agreement (e.g., principal investigator and/or supplemental user); this should be explained.
    d. The plan should include an explicit statement on handling of printouts.

2. Client configuration information
    a. Type of computer; desktop or laptop (use of laptop computers is discouraged).
    b. Operating system (must be on the list of approved operating systems).
    c. Description of procedures for applying updates to workstation operating system and application software.
    d. Description of anti-virus/anti-malware protection for the workstation (which vendor, how are updates rolled out)
    e. Firewall information pertaining to the client (is it behind a network firewall, is a local firewall in use, etc.)
    f. Description of how the client will connect to the server (e.g., Remote Desktop through a VPN tunnel), including an overview of the network topology in place.
    g. If local resources (e.g. printer, disk storage) on the client can be accessed from the server the data protection plan should indicate how these resources will be protected from unauthorized use.