Registration as Certified User of the Participant Data Base at the Max Planck Institute for Psycholinguistics in Nijmegen

The Participant Data Base is a listing of persons who are willing to take part in the studies carried out at the Institute. It includes not only names and contact information, but also further personal information, for instance about the participants' education and language background. The participants have been assured that the Institute will use the data with utmost care and will do everything possible to ensure their anonymity and the confidentiality of the data both during the conduct of the research and in the release of its findings. Ensuring anonymity entails that the experimental findings cannot be linked to individuals, and confidentiality means that personal data are only seen by a small group of authorized people who are involved in selecting and recruiting participants for particular studies.

I wish to register as a Certified User of the Participant Data Base at the Max Planck Institute for Psycholinguistics in Nijmegen. I know that my employment/stay at the Institute will be terminated immediately if I do not comply with the rules I confirmed below.

I confirm that:

		YES	NO
1)	I must register as a Certified User of the data base.	☐	☐
2)	I may use the data base exclusively to recruit participants for studies run under the auspices of the Max Planck Institute for Psycholinguistics. I may NOT use it for any other purposes (e.g., for a study run under the auspices of another institution or for commercial purposes).	☐	☐
3)	In order to prevent any unauthorised use of the data base (e.g. after a theft or loss of electronic equipment) I must not copy any parts of the data base onto external data storage media (memory sticks, hard drives).	☐	☐
4)	The data base may be printed for immediate use only. If I leave the room, I must store the list in a locked cupboard. Printouts must be destroyed promptly after using a shredder.	☐	☐
5)	I may only use printouts from the data base on the premises of the Institute. In other words, I am not allowed to take printouts home.	☐	☐
6)	I will always login to the data base through an MPI server. In other words, on a computer on the premises of the Institute, or through a remote desktop connection.	☐	☐

_____	_____	_____	_____
Name	Signature	Director	Date

Certified_User_Registration_2020-12-23