

National Prevention Information Network (NPIN) Organizations Database
Information Requests Criteria

I. Preface

NPIN maintains information related to organizations that provide HIV/AIDS-, STD-, Hepatitis-, and TB-related services in its Organizations Database. The Database is for use in advancing public health. All of the data in this database is available to the public through the NPIN website. Additionally, NPIN will provide the data in other formats to requestors seeking to use the data to:

1. Expand public access to information on HIV/AIDS, STD, Hepatitis, and TB services, and
2. Conduct research studies.

III. Purpose

This policy applies to the release of data from the NPIN Organizations Database. The purpose of this procedure is to ensure that requests are processed accurately, in a timely manner, that requestors provide NPIN with the necessary information for completion of the request, and that consistent standards regarding the approval of requests are applied.

III. Application

Requests for NPIN Organizations data must:

1. Be submitted in writing to the NPIN Project Director,
2. Include the requestor's name and contact information,
3. Provide a detailed explanation of what the data will be used for, and
4. Indicate the output format needed.

IV. Approval

All requests for information from the NPIN Organizations Database will be submitted to CDC for approval. Requests that are consistent with the uses detailed in Section I above will be approved.

V. Format of Access

Type of access granted to the database will be at the discretion of CDC and will be decided on a case by case basis. NPIN is able to provide data to requestors in several formats. Users can be provided with a file containing the data or can be granted access to a data feed for repeated access to the data. The type of access granted will depend on the nature of the request, i.e., the information needed, how the information will be used, and the format needed, as well as the availability of resources needed to comply with the request.

As the data collected are of value to improving public health, the policy of NPIN will be to make decisions regarding release of information in favor of access. Decisions will be made taking into account that organizations have entrusted their information to NPIN which has a responsibility to do due diligence in protecting the information.

VI. Denial of Requests

1. CDC will provide a written record of reasons for denial of any request. Reasons for denial may include, but are not limited to request for data by applicant with the intent to sell, loan or to otherwise transfer to another person or entity.
2. Communication to the requestor in these instances will be from NPIN's Senior Project Director.

VII. Responsibilities of Users

1. Use the data only for the reasons stated in the application.
2. Maintenance of confidentiality and privacy of access which is limited to the approved user. All approved data users will formally acknowledge (by signed statement or some other means) their responsibility to maintain the confidentiality and privacy of access (code) granted.
3. Accurate presentation of data. Users will be responsible for the accurate presentation of data and will be responsible for the consequences of any intentional misrepresentation or altering of that data.
4. Users will formally agree that they will not share the link provided with other organizations.
5. Users will not use accessed data for unsolicited marketing, advertising or promotion of services or products to organizations in the database.
6. Users may not use CDC's name or logos in promotion of their products or services.
7. Users will give credit for the data to the National Prevention Information Network by stating the name of the database and date of access at the end of any promotional item, medium or format. (E.g. National Prevention Information Network (NPIN) Organizations Database. March 2013)