



NHATS-CMS Linked Files Data Security Plan

Complete ONE Form for EACH User and EACH User Location

| | | |
|---|-----------------|------------------|
| Work Location: Where will you log in? CHOOSE ONE: <input type="checkbox"/> Home <input type="checkbox"/> Office* | | |
| Address (*Office address should include office #, building name, street address, city, state, and zip) _____ | | |
| Do you have a private or shared office? <input type="checkbox"/> Private <input type="checkbox"/> Shared | | |
| Workstation ownership: Who owns your workstation (computer)? <input type="checkbox"/> Your Institution <input type="checkbox"/> Yourself (personally-owned) | | |
| Workstation Specifications: <input type="checkbox"/> Desktop <input type="checkbox"/> Laptop Make/model: _____ Operating System (Please note version #): <input type="checkbox"/> Windows Version: _____ <input type="checkbox"/> Mac Version: _____ | | |
| Workstation Login Access: Who can log into your workstation? Yourself: <input type="checkbox"/> Other(specify): _____ What information is required at login on your computer? User Name: Yes <input type="checkbox"/> No <input type="checkbox"/> Password: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Workstation Monitor Position: Describe how your workstation is positioned to prevent unauthorized viewing (check windows and doors): _____ | | |
| Workstation Antivirus: Describe brand and version of antivirus software installed on workstation: <input type="checkbox"/> Windows Defender <input type="checkbox"/> Symantec <input type="checkbox"/> McAfee <input type="checkbox"/> Sophos <input type="checkbox"/> Norton Version: _____ <input type="checkbox"/> Other (specify brand/version): _____ | | |
| Investigator Name | | |
| User Name | NHATS User Name | User Institution |
| User Signature | Date | User Email |

NHATS Data Protection Plan Requirements

Work Location

This may be a home office, or Institutional workspace. It must be a designated, consistent location. Private offices are preferred. If a user is working in a shared office, or a cubicle, or other shared workspace, then a privacy screen is required. If working from an Institutional space, an office number must be designated.

Workstation Specifications

The LINKAGE enclave can be accessed from both Windows and Mac computers. User must designate the make/model (i.e. HP Z420), form factor (i.e. desktop, laptop), and operating system with version number (i.e. macOS 26.0.1 Tahoe). Any computer may be used, but the operating system must be one that is currently supported by the software maker. As of October 14th 2025, Windows 10 is no longer supported by Microsoft with security updates unless you are running Windows 10 with Extended Security Updates (ESUs), or Windows 10 LTSC.

How to Get System Information

Click the Windows icon on the bottom left of your screen and then type "System Information". In the window that pops up after you select system information, there are two fields, system manufacturer (Make), and System Model (Model). This window will also show you your OS, and OS version.

Workstation Login Access

Users must designate who can login, and how that is controlled. Login access is typically controlled via username and password. Whether this a local only account or centrally provisioned and controlled account should be noted. If more individuals than just the designated user can login, access to user files must be restricted by user account. This must be noted on the DSP.

Workstation Monitor Position

Monitor(s) must be positioned to prevent viewing by unauthorized individuals. Users should describe how their monitor(s) is/are positioned in their workspace in relation to windows and doors. Describe how the monitors are positioned in relation to doors and windows in the Workstation Monitor Position section of the form. If a user is working in a shared office, or a cubicle, or other shared workspace, a privacy screen is required.

Workstation Antivirus

An actively updated antivirus application must be installed. The only products currently forbidden for use are Kaspersky and 360 Labs. Most other antivirus products will be approved.