IDAN SAFE ROOM SECURITY REQUIREMENTS
IDAN PARTNERS' AGREEMENT

CASD (France)   **GESIS** (Germany)   **IAB** (Germany)   **UKDS** (UK)

After comparing the security requirements in place in their own safe room, IDAN partners have agreed on security requirements for the IDAN Safe Rooms so that they can host all the partners' access points.

CONTROL FOR ACCESS

Control for access to the building
- *According to local arrangements*

Control for moving inside the building
- *According to local arrangements*

Control for access to the safe room
- Identity check and signing
  > *Required*
- Room access control as key, swipe code
  > *According to local arrangements (might depend on the location of the safe room)*

SAFE ROOM

Curtains or frosted glass or permanently opaque if it can be looked from outside.
- *Required*

Protection of screens
- Setting the screens so that only the user can see it
  > *Required*
- Privacy filters
  > *Required*

USERS' STUFF ALLOWED IN THE SAFE ROOM

Papers, pencils for notes
- *Allowed but have to remain in the lockers when leaving or to be checked*

Laptops
- *Not allowed*

Smartphones
- *Only allowed if required for authentication. To be stored in the lockers once used (or re-used)*

Lockers for users' stuff outside of the safe room preferably with a swipe code or a key
- *Required*

ROOM SURVEILLANCE

Door
- *Door open allowing surveillance from outside by the staff with screens not visible from the door*

Check out when leaving the safe room
- *Signing required when leaving at the end of the day*
- *Check for notes required if not left in the lockers anytime leaving the safe room*
  > *No data, no outputs on the notes*

Video recording devices for some highly sensitive data
- *A separate space in the room or a separate room required, otherwise no access possible for these data*

FLEXIBILITY

Harmonized rules applied if many access points used

Possible modulation of the rules in case only one access point used