

## Guidelines Governing Annual Survey Data: An FAQ Approach

### What does the term “data” mean?

This refers to the information reported to AMS on the various Annual Survey forms that make up the Annual Survey for a given year.

### Who maintains, stores and determines appropriate use of the data?

Short Answer: AMS

### Who has access to the data?

AMS staff charged with the conducting the various surveys that make up the Annual Survey (A.S.) and charged with analyzing the resulting data. Members of the Joint Data Committee may have access provided their use conforms to these guidelines.

### Would AMS ever make the data available to a third party?

Yes, under certain circumstances and with conditions as described in these guidelines.

### Under what arrangements would the data be made available to a third party?

To the extent that resources permit, AMS will attempt to satisfy 3rd party requests for A.S. data by performing the necessary analysis on the data and reporting the results, thereby obviating the need to release the data.

In instances when the above is not possible, any Third Party access to Annual Survey data must satisfy the following conditions.

1. The 3rd party must submit to AMS a written plan for use of the requested data prior to the release of any data, including a plan to maintain data security (e.g., password protected computing environment). The plan must include the research questions to be studied and the analysis plan.
2. Use of Annual Survey data must be expected to result in the production of information of value to some segment of the U.S. mathematical community.
3. The 3rd party must agree in writing to adhere to all the restrictions on use and reporting of the data requested by AMS. If the 3rd party has an Institutional Review Board or similar vetting body, the plan should be approved by that body.
4. Any reports based on the A.S. data provided to the 3rd party must be submitted to and approved by AMS prior to their public release in order to permit AMS to verify that all restrictions on use and reporting of the data required by AMS have been adhered to. AMS must be given the right to redact the report if this is needed to insure that AMS requirements are met.
5. Data released to the 3rd party would be limited to that data deemed by AMS to be essential for carrying out the analysis needed to support the written plan referenced in item 1 above. In particular, whenever possible the data released would be stripped of values that identify the responding individual or department.
6. The 3rd party may not transfer the data to another party.

AMS may charge for time and effort required to prepare datasets requested by third parties.