

## Limited Data Set and Data Use Agreement

The Privacy Rule permits a covered entity, without obtaining an Authorization or documentation of a waiver or an alteration of Authorization, to use and disclose PHI included in a limited data set. A covered entity may use and disclose a limited data set for research activities conducted by itself, another covered entity, or a researcher who is not a covered entity if the disclosing covered entity and the limited data set recipient enter into a data use agreement. Limited data sets may be used or disclosed only for purposes of research, public health, or health care operations. **Because limited data sets may contain identifiable information, they are still PHI.**

**Limited Data Set** - Refers to PHI that excludes 16 categories of direct identifiers and may be used or disclosed, for purposes of research, public health, or health care operations, without obtaining either an individual's Authorization or a waiver or an alteration of Authorization for its use and disclosure, with a data use agreement.

**Data Use Agreement** - An agreement into which the covered entity enters with the intended recipient of a limited data set that establishes the ways in which the information in the limited data set may be used and how it will be protected.

A limited data set is described as health information that **excludes** certain, listed direct identifiers (see below) but that may include city; state; ZIP Code; elements of date; and other numbers, characteristics, or codes not listed as direct identifiers. The direct identifiers listed in the Privacy Rule's limited data set provisions apply both to information about the individual and to information about the individual's relatives, employers, or household members. The following identifiers must be removed from health information if the data are to qualify as a limited data set:

1. Names.
2. Postal address information, other than town or city, state, and ZIP Code.
3. Telephone numbers.
4. Fax numbers.
5. Electronic mail addresses.
6. Social security numbers.
7. Medical record numbers.
8. Health plan beneficiary numbers.
9. Account numbers.
10. Certificate/license numbers.
11. Vehicle identifiers and serial numbers, including license plate numbers.
12. Device identifiers and serial numbers.
13. Web universal resource locators (URLs).
14. Internet protocol (IP) address numbers.
15. Biometric identifiers, including fingerprints and voiceprints.
16. Full-face photographic images and any comparable images.

A data use agreement is the means by which covered entities obtain satisfactory assurances that the recipient of the limited data set will use or disclose the PHI in the data set only for specified purposes. Even if the person requesting a limited data set from a covered entity is an employee or otherwise a member of the covered entity's workforce, a written data use agreement meeting the Privacy Rule's requirements must be in place between the covered entity and the limited data set recipient.

The Privacy Rule requires a data use agreement to contain the following provisions:

- Specific permitted uses and disclosures of the limited data set by the recipient consistent with the purpose for which it was disclosed (a data use agreement cannot authorize the recipient to use or further disclose the information in a way that, if done by the covered entity, would violate the Privacy Rule).
- Identify who is permitted to use or receive the limited data set.
- Stipulations that the recipient will
  - Not use or disclose the information other than permitted by the agreement or otherwise required by law.

- Use appropriate safeguards to prevent the use or disclosure of the information, except as provided for in the agreement, and require the recipient to report to the covered entity any uses or disclosures in violation of the agreement of which the recipient becomes aware.
- Hold any agent of the recipient (including subcontractors) to the standards, restrictions, and conditions stated in the data use agreement with respect to the information.
- Not identify the information or contact the individuals.

If a covered entity is the recipient of a limited data set and violates the data use agreement, it is deemed to have violated the Privacy Rule. If the covered entity providing the limited data set knows of a pattern of activity or practice by the recipient that constitutes a material breach or violation of the data use agreement, the covered entity must take reasonable steps to correct the inappropriate activity or practice. If the steps are not successful, the covered entity must discontinue disclosure of PHI to the recipient and notify HHS.

Section 164.512 of the Privacy Rule also establishes specific PHI uses and disclosures that a covered entity is permitted to make for research without an Authorization, a waiver or an alteration of Authorization, or a data use agreement. These limited activities are the use or disclosure of PHI preparatory to research and the use or disclosure of PHI pertaining to decedents for research.