PROCESS – DPUK DATA ACCESS

Background

This document provides details of the procedures that underpin the DPUK Data Access Policy, found on the DPUK website

Procedures

Application for data access

All applicants must be registered DPUK researchers in order to establish a Data Portal account. This provides researchers with a personal virtual desktop infrastructure which is accessible using two-factor authentication. The first factor is a username with password. The second factor is an authentication code generated by a mobile device.

Registration requires having either an academic email address or an industry email from a certified company, and in the case of PhD or Master's students, the requirement is to have a senior researcher as study lead.

To apply for data access an online application must be completed here. A single application will cover most DPUK cohorts.

Review and approval

The submission is screened initially by DPUK in a triage process. This ensures that the application has been completed correctly and that the answers to the questions provide sufficient detail for assessment by cohorts. If approved, the application will be forwarded to the cohort research teams for scientific approval. If the application is incomplete or sections considered to lack sufficient detail, the applicant will be contacted and revisions suggested.

For scientific approval, responses from the cohorts are expected within 28 days. Cohorts may request further information before granting approval and may request the applicant to revise the proposal. Upon scientific approval, projects are forwarded for legal approval.

For legal approval, a project specific data access agreement must be signed by the applicant (the main applicant in the case of a collaboration or consortium) and legal services departments acting on behalf of the cohort research teams. Once the data access agreement has been signed by all parties pertaining to a particular dataset, access is granted to that dataset.

Access and download

Data cannot be downloaded from the DPUK Data Portal. All analyses must be conducted within the DPUK environment. A range of general analytic software (R, Stata, SPSS, Python, SAS, Matlab) is provided alongside Microsoft Office within the analytic environment. Bespoke software may be uploaded upon agreement with the DPUK Data Portal administration Report summaries, tables etc for the dissemination of findings may be downloaded after scrutiny (for non-identifiability and absence of raw data) and approval by DPUK.

The non-identifiability of individuals is paramount. Attempts will not be made to identify individuals. If an individual is inadvertently identified, DPUK must be informed immediately describing the circumstances of the identification.

Data access is granted for up to three years. This period is negotiable with the cohort research teams and can be extended on request. Annual and end-of-project reports are administered to track progress and monitor data access requirements

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