

ALSPAC Data User Responsibilities Agreement (DURA v7 - 01/06/2023)

This agreement must be submitted before any ALSPAC data can be shared with you.

Completing this form is not sufficient to gain access. An Executive approved proposal or amendment is required.

Before completing this form, please ensure that you are formally included on an approved proposal or amendment - you will need the B number to submit this form. The B number is the ALSPAC reference number provided when a proposal is submitted. Only named co-applicants included on a proposal with a B number will be granted access to use the data.

Upon submitting this form, your details will be logged on our collaborator database. Please advise your Data Buddy that this has been done so they can check the record has been correctly logged and the details provided are acceptable. Once this is confirmed, you will be granted permission to use the data.

This form must be completed by each person wishing to access the data. Please do not complete this form on behalf of someone else.

We kindly request that you do not forward this form to others unless advised to do so by a member of the ALSPAC Data Access Team.

Thank you.

The Data Access Team

(The ALSPAC privacy notice is available at <http://www.bristol.ac.uk/alspac/participants/privacy/>)

* Required

About You

1. First name: *

2. Last name: *

3. Job title: *

(If you are studying, please include your level of study e.g. PhD student, Masters student or Undergraduate student)

4. Institution: *

5. Email address: *

(This should be your institutional email address)

6. Please provide an alternative email address which is not linked to your institutional email:

(This is in case we need to share an encryption code with you directly. This email address will not be used for any other reason)

Project Details

7. Project B number: *

(Please enter the 'B' followed by the number e.g. B1234)

8. Project title: *

9. Project start date: *

(From the proposal)



10. Project end date: *

(From the proposal)



11. Your role in the project: *

(E.g. principal investigator, lead contact, analysis, writing, data manager)

Your Data User Responsibilities

The information obtained by ALSPAC has been given by the study participants on the understanding that it will be treated confidentially and anonymously. The ALSPAC Access Policy <https://bit.ly/3N6Z8ll>, available on the ALSPAC website, provides more detail and is referred to in the following agreement. Please read the following statements and indicate that you hereby agree to adhere to them.

12. I will not share my dataset with anyone, including other researchers except those named on the proposal form and approved by the ALSPAC executive for this particular project. *

I agree

13. I will only use my dataset for the approved purpose covered by the ALSPAC project B number. I will submit an amendment if I wish to extend the scope of the project. I will not attempt to match my dataset with any other that may have been provided by ALSPAC for previous projects. *

I agree

14. I will not try to identify any study participants. I will notify ALSPAC immediately if I inadvertently identify an individual and I will not attempt to contact that individual. *

I agree

15. If my project involves potentially identifying data, I understand that the data will only be released using ALSPAC's split stage protocol. I confirm I have read and understand the procedures for this process stated in the Access Policy (see Appendix Three <https://bit.ly/3N6Z8II>).

*

I agree

16. Prior to submission of any papers for publication, I will complete a papers checklist <https://bit.ly/3P7ntzJ> and submit it, along with the manuscript to the ALSPAC executive for approval. I will do this at least two weeks prior to journal submission. *

I agree

17. I will securely destroy any ALSPAC datasets when my approved project ends. *

I agree

18. I understand that the University of Bristol owns the ALSPAC resource and any derivations from it (see Appendix Five of the Access Policy <https://bit.ly/3N6Z8II>). Prior to destruction I will return my dataset to ALSPAC, together with the scripts/syntax and relevant documentation required to generate derivations. The documentation will be sufficient for someone else to understand and replicate my analyses. *

I agree

19. If my dataset contains data from linked third party records, I will comply with any additional instructions as provided by ALSPAC. *

I agree

20. I will adhere to the UK Data Protection Legislation and the UK General Data Protection Regulations. *

I agree

21. I am familiar with and understand the concept of the 5 Safes (Safe data; Safe projects; Safe people; Safe settings; Safe outputs).
[See <https://ukdataservice.ac.uk/help/secure-lab/what-is-the-five-safes-framework/>] *

I understand

22. I understand that my institution's Information Security Policy is referenced on the Data Access Agreement for this project and I confirm that I am aware of the policy and my working practices conform. *

I understand

23. I will notify ALSPAC in advance if any datasets are required to be transferred to another institution not already included on the proposal. I understand that a Data Access Agreement (DAA) must be put in place by ALSPAC for ALL institutions receiving ALSPAC data prior to the data being shared. *

I agree

24. I have read the 'Information security controls' in schedule 2 of the Data Access Agreement (sample here <https://bit.ly/3Cp27pX>) and will comply. Please note the requirements that all hardware storage must be encrypted and kept with you at all times or be in a securely locked location. Passwords must not be shared to the same email address where we send the link for the data – which is why we ask for an alternative email address. *

Yes, I will comply

25. I understand that ALSPAC will maintain a record of my contact details in order to contact me about my use of the data. *

I understand

26. I consent to ALSPAC using my contact details in order to provide ongoing news about the ALSPAC research study in the future. You can be removed from our mailing list at any time. *

I consent

27. I will promptly notify ALSPAC (alsp-infosec@bristol.ac.uk) about any breach of ALSPAC data or incident that may have compromised the security (i.e. confidentiality, integrity or availability) of the ALSPAC data. *

I agree

Declaration

28. Your use of ALSPAC data is controlled by the terms of a legally binding contract [or your University of Bristol contract of employment if you are a UoB employee]. Failure to abide by the above rules could result in exclusion of your institution (or yourself if you are a UoB employee) from further access to ALSPAC data and you will be subject to all appropriate sanctions, where applicable. *

I understand

29. By submitting this form I agree that I have fully read and understood all of the statements included and that I (the named person on the form) have completed this form myself. *

I understand

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