

ECRHS DATA ANALYSIS AND USAGE POLICY

WEBSITE WILL ASK:

NAME OF RESEARCHER: _____

INSTITUTION: _____

AIM OF ANALYSIS: _____

NAME OF WORKING GROUP LEADER OR STEERING COMMITTEE MEMBER SUPERVISING THE ANALYSIS AND USE OF DATA: _____

MAIN VARIABLES OF INTEREST: _____

CONFOUNDERS: _____

DESCRIBE HOW AND WHERE THE DATA BE STORED: _____

EXPECTED DATE BY WHICH ANALYSIS WILL BE COMPLETE: _____

WHAT WILL HAPPEN TO THE DATA AFTER ANALYSIS AND PUBLICATION? : _____

AGREEMENT:

I hereby agree to use the ECRHS data for only the project(s) and analyses described. Any paper arising from this work will be forwarded to the working group leader named above at least two weeks before submission. I understand that the working group leader or steering committee member will circulate the paper to all principal investigators who have contributed data to the analyses. If no objections to the paper are received within 15 working days then the paper can be submitted to a peer reviewed journal for publication.

All publications must acknowledge ECRHS and its funders.

Any analyses falling outside of the above description will be subject to a new data analysis and usage agreement.

The data remains the property of the ECRHS Study and the data from each site remains the property of the contributing centre.

The data will be stored securely on a password protected computer and not carried on any memory sticks, other portable media or unencrypted laptops.

Under no circumstances should the data be transferred to a third party.

This agreement may be subject to amendment by the ECRHS steering committee at the annual review of data access policy.

At least once per year I will briefly summarise progress with the analysis to the ECRHS coordinating centre.

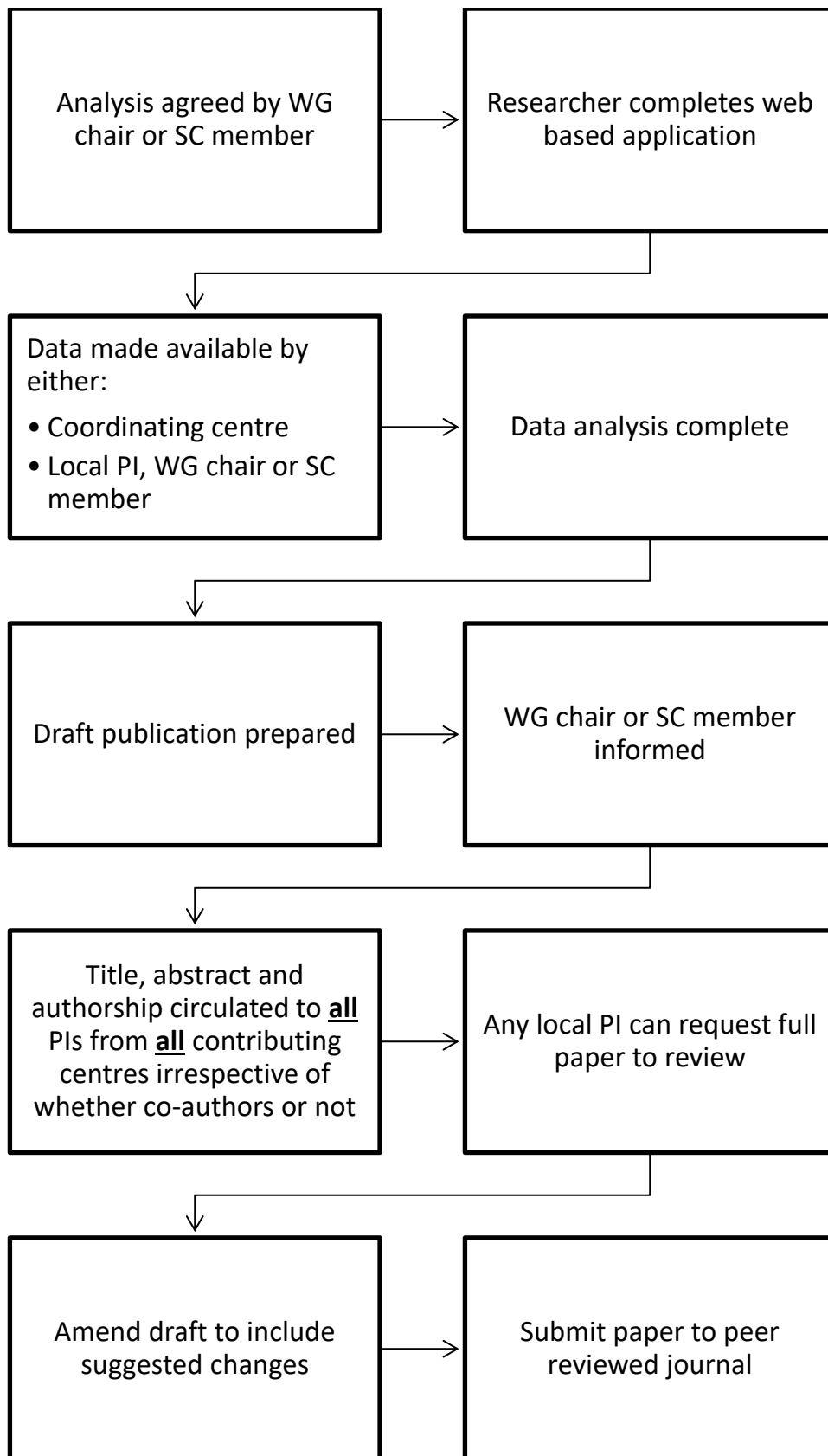
If at any time I am unclear over the nature of this agreement I will contact Professor D. Jarvis for clarification.

Annual Review of Policy

The co-ordinating centre will annually review staff and projects including confirmation of completion by agreed dates.

There will also be an annual review of the Data Access process by the ECRHS steering committee

FLOW DIAGRAM OF DATA REQUESTS



(FOR INFORMATION)

Imperial Data Protection Principles:

The College must comply with the Data Protection Act 1998 and process all personal information in accordance with the following eight Data Protection Principles.

When processing personal information data must:

1. be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met
2. be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
3. be adequate, relevant and not excessive for those purposes
4. be accurate and kept up to date
5. not be kept for longer than is necessary for that purpose
6. be processed in accordance with the data subject's rights
7. be kept safe from unauthorised access, accidental loss or destruction
8. not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data

Staff and students of the College, or others who process or use any personal information for the College, must ensure that they follow these principles at all times.