OpenSAFELY Output Review Form

Please fill in this form to request a release of your study data to your GitHub repo. This is a process that is imposed on us by external requirements, due to working on highly sensitive data, and is common to all similar data access environments. We are working to minimise the workload for OpenSAFELY users and staff as far as possible, including through technical work around automated disclosure control. This form and process is a first iteration: we are keen to hear feedback on how to reduce the work and make the process smoother.

1. **The number of study outputs requested for review must be kept to a minimum and include only the results you absolutely need to export to GitHub**. Because each data release entails substantial review work, and we need to retain rapid turnaround times, external data releases should typically only be of results for final submission to a journal or public notebook; or a *small* number of *necessary* releases for discussion with external collaborators.
2. First make sure you have read the [documentation on data release](https://docs.opensafely.org/en/latest/releasing-files/).
3. Apply all necessary and [relevant disclosure controls](https://ukdataservice.ac.uk/media/622521/thf_datareport_aw_web.pdf) to the data for release.
4. Create one folder in your workspace called “*release*”:
   1. Copy from your “*output*” folder to this “*release*” folder only the data files that require review.
   2. Only the following file types will be reviewed: **HTML; TXT; CSV; SVG; JPG.** (Email [datarelease@opensafely.org](mailto:datarelease@opensafely.org) if you need additional file types).
5. Complete the table below with clear contextual descriptions of the data outputs being requested. Importantly:

* Variable descriptions
* Relationship to other data/tables which through combination may introduce secondary disclosive risks
* DO NOT LIST ANY OF THE ACTUAL DATA POINTS

1. Email the completed form to [datarelease@opensafely.org](mailto:datarelease@opensafely.org).
2. **Do not change** any of the files in the *release* folder following submission of this form; in the circumstance where a file needs updating (for example due to a coding error), you must resubmit this form with the updated files present in the *release* folder.
3. OpenSAFELY will return the reviewed form to the applicant’s email within 1 week of submission, and usually sooner; small releases will likely be approved faster.

**Name of researcher:**

**Email:**

**GitHub repo name:**

**Jobserver Workspace name** (*outputs location on the server*)**:**

**Brief Project Description** (*project purpose; what are your outputs meant to demonstrate; remember this text may be all the reviewer knows about the context for your project)***:**

**Any disclosure concerns: (***We expect that all users will minimise disclosiveness of any proposed release and follow* [*guidance*](https://ukdataservice.ac.uk/media/622521/thf_datareport_aw_web.pdf)*. Please tell us if you feel there are any potential disclosure issues, or edge cases, listing the specific files where this issue arises).*

**Output files for review:**

*Please add any further rows whilst being mindful to keep requests to the absolute minimum.*

|  |  |  |
| --- | --- | --- |
| # | **EXAMPLE** File location: output/tables/cancer\_hospitalisation\_rates\_ethnicity.csv | |
|  | Context and Disclosiveness and Suppression Controls | |
|  | **EXAMPLE**  **Context:** Monthly hospitalisation counts of people with cancer (and covid infection status), cut by ethnicity, in all registered patients in England from March 2020 to July 2020. This is the underlying data for output #2-cancer\_hospitalisation\_ethnicity.svg.  **Controls:** Low number suppression has been applied to remove any monthly counts <=5 within all cells. | |
|  | **OPENSAFELY Response (*approve; reject; approval subject to changes):***  **EXAMPLE: R1 and R2 - approve** | |
| 1 | File location: | |
|  | Context and Disclosiveness and Suppression Controls | |
|  | **Context:**  **Controls:** | |
|  | **OPENSAFELY response (*approve; reject; approval subject to changes):*** | |
| 2 | File location: | |
|  | Context and Disclosiveness and Suppression Controls | |
|  | **Context:**  **Controls:** | |
|  | **OPENSAFELY response (*approve; reject; approval subject to changes):*** | |
| 3 | File location: | |
|  | Context and Disclosiveness and Suppression Controls | |
|  | **Context:**  **Controls:** | |
|  | **OPENSAFELY response (*approve; reject; approval subject to changes):*** | |
| 4 | File location: | |
|  | Context and Disclosiveness and Suppression Controls | |
|  | **Context:**  **Controls:** | |
|  | **OPENSAFELY response (*approve; reject; approval subject to changes):*** | |