HDRUK
Health Data Research UK

Safe People Registry SRO Declaration

Research Organisation	
Senior Responsible Officer	

Please see Background section below to understand the role of the Senior Responsible Officer (**SRO**) within the Safe People Registry.

By signing this declaration, I hereby appoint the person identified above as an **SRO** to manage and be responsible for the Safe People Registry account of the Research Organisation identified above.

I hereby warrant and represent that:

1. I am either a legal representative of the Research Organisation or a registered data protection officer for the Research Organisation; and

2. the person nominated as a Senior Responsible Officer above:

   (a) is competent and suitably qualified to effectively perform the duties of the role of SRO;

   (b) has the relevant experience to ensure a thorough understanding of their responsibilities associated with the role of SRO; and

   (c) will perform their duties diligently, with reasonable care and skill and in accordance with all applicable laws.

…….
[Signature]

Print Name:

Job Title:

Date:

Background

The Safe People Registry is a UK Research and Innovation (UKRI) / Department for Science, Innovation and Technology (DSIT) funded web-based platform designed to make 'safe people' assessments within the Five Safes Framework more streamlined. Please see this explainer video. The platform can be found here.

In summary, the Safe People Registry provides a standardised way of sharing information about people and the organisations that they work for with the data custodians who provide access to sensitive data for research (often within Trusted Research Environments (TREs) or Secure Data Environments (SDEs). Data custodians can then utilise this information when they are assessing a Data Access Application, to evaluate

the “safe people” component of the assessment. The Safe People Registry does not make any decisions, that remains with Data Custodians.

The Safe People Registry enables a research organisation (termed an “Organisation” in the platform) to confirm that an employee or a student is affiliated with them and that the employee/student (termed a “User”) has a role which requires access to sensitive data to carry out research. Organisations are responsible for the behaviour of the User when they are accessing sensitive data (often enforced though project specific Data Access Agreements which are agreed outside of the Safe People Registry). When confirming User affiliation, the Organisation is confirming that:

- There is an acknowledged link such a contract of employment, honorary contract or student enrolment between a User and the Organisation
- The Safe People Registry User profile matches that of the Organisation’s employee / student.
- The Organisation approves this User to access sensitive data.
- The Organisational email address recorded in the Safe People Registry User profile corresponds to the correct Organisational email address.

An Organisation has to complete profile information within the Safe People Registry, including information on their security compliance and identity. This information is shared with groups who provide access to sensitive data for research (termed “Data Custodians” with in the Safe People Registry) and could be used as part of their assessment process of an Organisation.

An Organisation can use the Safe People Registry to see which sensitive data projects their employees/students are working on across UK-based TREs/SDEs (in a similar way to the IRAS system for ethical applications). They can also use the Safe People Registry to request that a User is added to or removed from a project. If a User leaves the Organisation, then for all the Projects a User was working on, the relevant Data Custodians can be automatically be informed via the Safe People Registry that the User has left.

The Senior Responsible Officer (**SRO**) of the Organisation account for the Safe People Registry has the responsibility of ensuring that the Organisation profile is correct and adding appropriate administrative delegates. Administrative delegates can carry out actions such as confirming affiliations, and so individuals in roles such as Human Resources may be appropriate. Administrative delegates can also request that a User is added to or removed from a project. The SRO will have visibility of all of the projects Users from the Organisation are working on and be able to perform any of the functions which delegates can perform.