

Request for admission to Influenzanet.org data for scientific research

To the secretary of the Influenzanet.org Science Committee

**Influenzanet.org
c/o Acquisto Inter BV/De Grote Griepmeting
IJburglaan 700
1087 CE Amsterdam
The Netherlands**

Attn. Ronald Smalenburg – directie@grotegriepmeting.nl

1. Submission

1.1 Date of submission:

1.2 Title of the proposed project:

1.3 Investigator responsible for the project

Surname and name:

Affiliation:

Address:

Telephone:

Fax:

E-mail address:

1.4 Signature:

2. Brief description of the proposed project

2.1 Objective:

2.2 Relevant hypotheses:

2.3 Methods:

2.4 How will the results be communicated (e.g. other than scientific papers)?

2.5 Number of projected papers:

2.6 Timeline of the project (start, end):

2.7 Variables that are requested:

3. Group composition, Funding, Ethics and Security Measures

3.1 Composition of the group that will perform the proposed research (title, role and affiliations):

3.2 Funding source:

3.3 Ethical approval specific for the proposed research?

☐ **Yes,** **Date:** **Place:**

☐ **No***

Comment:

3.4 Brief description of

Computer equipment to be used:

Data storage facilities:

Security measures to protect the confidentiality of data:

4. The data can be delivered under the following conditions

- **As it is the responsibility of the data repository management to insure that the registered individuals will not suffer any harm, the management must make an evaluation of possible harm before any data are released. While the conditions prescribed in this document are designed to safeguard the integrity of the registered persons, an evaluation by the local ethics committee will further strengthen the protection. Therefore, it is recommended that requests for data on individuals from the repository be preceded by an ethics review. In settings where such a review is mandatory, an ethics committee approval must accompany the request for data.**
- **In other situations, when it is apparent that the risk of harm is negligible (for instance release of data on an aggregated level) and there are no local or national regulations that make ethics review mandatory, the need for an ethics committee approval can be discussed and this provision possibly waived.**
- **Only anonymized data will be delivered.**
- **Despite anonymization, there is often a possibility for backward re-identification if the number of variables is large enough. When the computer equipment (including detachable memory devices) accommodating the Influenzanet dataset is not under supervision, the equipment must be physically and securely locked in to be protected from unauthorized use, damage, and theft. Adequate protection against unauthorized access via the Internet or internal networks must also be in place. In other cases, the Influenzanet data must be encrypted.**
- **If personal computers are used, or the dataset is transported on portable data media outside of the locked and/or supervised premises, the Influenzanet data should always be encrypted.**
- **When computer equipment containing Influenzanet data will not be used anymore, the personal information should be deleted in such a way that it cannot be retrieved.**
- **After conclusion of the project, the Influenzanet dataset must either be irretrievably erased or sent to Influenzanet coordinator and secretary to the Influenzanet Science Committee for storage.**
- **A technical system for authorization control should steer the availability of Influenzanet data if the computer is used by more than one person. The authorization should be restricted to the persons who need the information in their work. The log in and password should be personal and not transferred to other persons. There should be routines for granting authorization.**
- **Make sure that only persons involved in the research project have access to the data.**
- **All persons working with the data should be informed about their responsibilities, deriving from the points above.**
- **Publications and presentations should refer to Influenzanet where and whenever appropriate.**