

Incomeing Datasets Policy



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## 1 Introduction

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The Incoming Dataset Policy and Questionnaire is a tool used when moving your dataset from the embargoed area of the platform to the non-embargoed area of the platform and is intended to capture and formalise details of your dataset for wider dissemination.

When your dataset is no longer required to be under embargo, the University of Edinburgh as the Lead Institution will become a Data Controller and facilitate the onboarding and access to the dataset to any approved researcher within ODAP to work with and build on. While embargoed data is subject to stricter controls around publication, typically researchers working on non-embargoed data are able to publish their results as soon as their research is complete.

The process of moving datasets out of embargo involved adding detailed information about the available data within these datasets to be publically available, such as the [odap.ac.uk](http://odap.ac.uk) website and the HDR UK Innovation gateway. In addition, this may involve removing certain variables or patient level data from the final dataset. To ensure that these datasets are accurately described, easily located, and that no restricted variables where the embargo should not be lifted are missed, this form comes with an accompanying due diligence questionnaire about these dataset. The questionnaire is designed to capture the details we need to ensure that these datasets are safely transitioned to out of embargo area of ODAP and that it is accurately promoted.

## 2 FAQ

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### 2.1 Who should complete this form?

This form should be completed by legal, data governance or management personnel within research organisations. One individual should be nominated to be the key contact person for this form in case the ODAP Partnership Steering Group has any questions or requires further information. Before submission, this form must be signed by at least one person with authority to sign on behalf of that organisation and confirm the accuracy of the answers provided.

### 2.2 What if I have further questions?

Any questions about how to complete the Due Diligence Questionnaire, please contact the ODAP data access team at the University of Edinburgh: [odap@ed.ac.uk](mailto:odap@ed.ac.uk)

### 2.3 How will the information we provide be used?

The ODAP data access team will keep this information on record for the purposes of assessing eligibility to either transfer specific data sets within the Platform, for risk management purposes and for demonstrating compliance with applicable legal and ethical standards.

The ODAP data access team may this information with their colleague, professional advisors, partners, auditors, regulators, and funders, as required to carry out the due diligence connected with this project or other research projects on which it is supporting.

## 3 Declarations

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- ☐ Confirmation of understanding that the University of Edinburgh, as the Lead Institution will become a joint Data Controller to facilitate the onboarding of key data sets to the ODAP and to facilitate external access to ODAP only.
- ☐ Confirmation of understanding that as a Data Contributor that Data Controllership of these data sets is retained, and that the lead Institution becomes joint controller for facilitating access and onboarding to ODAP only.

- ☐ Confirmation of the authority to submit this form on behalf of my institution.
- ☐ Confirmation of the consent to the information submitted being used for the purposes stated above.
- ☐ Confirmation that all information entered is complete and accurate to the best of my/our knowledge and belief, having made reasonable enquiries.

### 3.1 Signatures

Agreed on behalf of the Signatory Institution by:

Table 1: Signatures

Signature:	Role:
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Name:	Date:
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