# Data access checklist

These checklist items are mapped against the [Five Safes at UCLH](file:///C:\wiki\spaces\CRIU\pages\755990529\Five+Safes+at+UCLH) .

## Safe people

* all individuals have substantive contracts or educational relationships with higher education or NHS institutions
* those working need to have evidence of experience of working with such data (e.g. previous training, previous work with ONS, data safe havens etc.) or they need a supervisor who can has similar experience
* those working need to undergo training in information governance and issues with statistical disclosure control (SDC)

## Safe projects

* projects must 'serve the public good'
* projects must meet relevant HRA and UCLH research and ethics approvals
* service delivery work mandated as per usual trust processes

## Safe settings

* working at UCLH in the NHS on approved infrastructure
  + UCLH local and remote desktops
  + UCLH Data Science Desktop
  + EMAP

## Safe outputs

* outputs (e.g. reports, figures and tables) must be non-disclosing
* outputs should remain on NHS systems initially
* a copy of all outputs that are released externally (documents) should be stored in one central location so that there is visibility for all

## Safe data

* direct identifiers (hospital numbers, NHS numbers, names etc) should be masked unless there is an explicit justification for their use
* data releases are proportionate (e.g. limited by calendar periods, by patient cohort etc.)
* further work to obscure or mask the data is not necessary given the other safe guards (as per the recommendation by the UK data service)