SecureLab: Request to import data

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# Request to import data into a SecureLab project area

## Why do I need to complete this form?

If you wish to import data in your SecureLab project you must complete this form to confirm permission to use these data is in place and any necessary evidence is submitted. The form enables the UK Data Service to complete necessary checks before facilitating the import of the data.

## What types of data can I request to be imported?

You can request the import of open data or non-open data. You must confirm whether the data is in its’ original form or has been derived or bespoke created by the project team.

Open data are data available under Open Licences e.g. [Open Government Licence](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/), [Open Parliament Licence](https://www.parliament.uk/site-information/copyright-parliament/open-parliament-licence/), [Creative Commons Licences](https://creativecommons.org/share-your-work/cclicenses/), [Open Data Commons Licences](https://opendatacommons.org/licenses/). Please note that downloading data from a website might not constitute Open data – an Open Licence must be explicitly provided for the data.

Non-open data are data available under proprietary licences and subject to bespoke usage, sharing and modification restrictions. These are usually made available under End User Licence Agreements, Data Sharing Agreements or contracts that outline the terms and conditions for access and use.

## What evidence do I need to provide for open data?

When importing data available under Open Licences (e.g. [Open Government Licence](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/)), or data you have derived from these sources, permission for distribution is granted under the licence terms. No additional evidence is required.

Please note if you wish to import derived data you must ensure the data licence permits data modifications. If unsure, please get in touch with collections@ukdataservice.ac.uk.

## What evidence do I need to provide for non-open data?

When importing data from non-open sources, either as originally obtained or derived, it is essential to obtain and provide detailed evidence of these permissions. Please send alongside this completed form:

* Evidence that you and every project member (listed by name and institution/organisation) have permission to use these data in SecureLab, for example, by attaching a copy of an email or letter from the data owner;
* A copy of the Data Sharing Agreement made between yourself and the data owner/data provider.

Please note if you wish to import derived data you must ensure the data licence permits data modifications. If unsure, please get in touch with collections@ukdataservice.ac.uk.

## When do I need to provide a list of variables?

When importing data from non-open sources, either as originally obtained or derived, or open data that has been derived or bespoke created using an online data selector tool such as the [Nomis Query Tool](https://www.nomisweb.co.uk/query/select/getdatasetbytheme.asp?opt=3&theme=&subgrp=) you must provide a list of all the variables included in the dataset as a separate Word or Excel file, or SPSS/Stata log file. The list should include the variable names and variable labels/description.

This is not necessary for original open data as we will download it from the link you have provided in this form.

## Can I request the import of data combined from Open and Non-Open sources?

Yes, you can request the import of these data. This must be classified as a “Non-open data import request”. If imported as obtained this is a “Non-open data: Original data import”. If you have modified or derived the data this is a “Non-open data: Derived or bespoke data import”. Please ensure to provide detailed information in Section 2 and describe the data and data sources in full.

## Can I request multiple datasets imports?

There is an expectation that data to be used in the project is specified at the **point of application** (i.e. on your Research Proposal) so that the relevant Approvals Panel can make decisions on feasibility and suitability for the specified work. Requesting data later causes a significant amount of administrative work, including returning to the data owners for further approval. Imported data should be kept to a minimum.

This form must relate to **ONE** dataset only. Multiple requests on a form will be denied. If you wish to import multiple datasets, please ensure to complete a form for each dataset.

## Who needs to complete this form?

For all non-open data imports, the form must be completed and submitted by the **Project Lead**. It is their responsibility to demonstrate that ALL project members, across different institutions/organisations, have the right to access these data.

## How do I send this form to the UK Data Service?

Once completed this form should be sent to the **Support Helpdesk** using the University of Essex’s ZendTo Service (following these [instructions](https://ukdataservice.ac.uk/app/uploads/zendtoinstructions.pdf)), quoting your project number and including any evidence required.

**Please do not send your dataset for importing at this point.**

## What should I do if I wish to add data hosted by UK Data Service to my project area?

If you wish to add a data collection hosted by the UK Data Service (including data derived from this type of dataset), you **do not need** to complete this form. Please send an email to help@ukdataservice.ac.uk specifying the data catalogue Study Number (SN, four digits) and your SecureLab project number.

**Please note:**

You should always keep a copy of the data you are seeking to import on your own computer, stored securely and backed-up appropriately. The UK Data Service does not accept responsibility for any loss of imported data within SecureLab.

#  Your details\*

| **Name\*** |  |
| --- | --- |
| **Institution/organisation\*** |  |
| **Telephone number\*** |  |
| **Email (institutional/organisational only)\*** |  |
| **Project title\*** |  |
| **UK Data Service Project Number\***  |  |

#  Information about the import request\*

Select which type of data you request to be imported in your SecureLab Project (**please refer to instructions on page 2**).

[ ]  Open data: Original data import – data in its original form, obtained directly from sources available under Open Licences.

[ ]  Open data: Derived or bespoke data import – data that has been derived or bespoke created by me or the project team from sources available under Open Licences.

[ ]  Non-open data: Original data import - data in its original form, directly obtained from non-open sources.

[ ]  Non-open data: Derived or bespoke data import - data that has been derived or bespoke created by me or the team from non-open sources

Provide the following information about the data you are requesting to be imported.

|  |  |
| --- | --- |
| **Dataset title\***(For published data use the official title, for derived data use a descriptive title)  |  |
| **Data owner/producer name\*** (A natural person or an organisation/institution) |  |
| **Brief description of the data\*** (The description should include the nature and scope of the data and information on derivation where applicable. If using multiple sources ensure to describe all accordingly.) |  |
| **For Open data sources only (including derivation of):**  |
| **URL(s) from which data/source data was obtained\*** |  |
| **Link(s) to Open Licence(s)** (please see instructions on page 2) |  |

#  Use of imported dataset\*

Is this request within the scope of the original aims of the approved/accredited project?\*

| Yes [ ]  | No [ ]  |
| --- | --- |

**If yes, please explain.**

## Linking data\*

Do you intend to link the additional data to the controlled data that you already access on the project?\*

| Yes [ ]  | No [ ]  |
| --- | --- |

**If no, please go to Section 3.2.**

**If yes, please provide the following details:**

|  |  |
| --- | --- |
| **Description of the data source(s) to be linked\*** |  |
| **Summary of the key variables\*** |  |
| **Summary of the linking methodology\*** |  |
| **Justification for the linkage\*** |  |

## Use of imported dataset

Is the use of the requested dataset specified in your approved Research Project Accreditation Application?\*

| Yes [ ]  | No [ ]  |
| --- | --- |

**If yes, please go to Section 4.**

**If no, please provide the following details:**

Why do you require access to the additional data? Please explain how these will help fulfil the research aims stated in your project application.\*

|  |
| --- |

Why are the additional data being requested retrospectively, rather than at the time that the project was originally approved/accredited?\*

|  |
| --- |

**Details of controlled (Secure Access) datasets already in use on my project:\***

Please add further rows if required. You can check the details of the datasets on your project [by logging in to your UK Data Service account](https://beta.ukdataservice.ac.uk/myaccount/login) and navigating to your project record under the ‘My Data’ section of your account.

| **Study Number** (e.g. SN 7451) | **Full dataset title** (e.g. Annual Business Survey, 2008-2015: Secure Access) |
| --- | --- |
|  |  |

#  Copyright information\*

Choose only **ONE** of the following options that apply to the data you wish to import:

| [ ]  | I am the sole owner of the copyright and associated intellectual property rights in the dataset that I wish to import; |
| --- | --- |
| [ ]  | I am the joint owner of the copyright and associated intellectual property rights in the dataset that I wish to import, and authorised to use the dataset for the purposes outlined in Section 3 above by each and every joint owner detailed in section 4.1 |
| [ ]  | I am not the owner of the copyright and associated intellectual property rights in the dataset that I wish to import, but authorised to use the dataset for the purposes outlined in Section 3 above by each and every joint owner detailed in section 4.1. |

## Copyright owner information

This section does not need to be completed if you are the sole owner of the copyright and associated intellectual property rights in the data you are requesting as the information is captured in section 1. Otherwise please ensure to include all copyright holders.

| **Name of data owner\*** |  |
| --- | --- |
| **Institution/Organisation \*** |  |
| **Email (institutional/organisational only) \*** |  |

| **Name of data owner\*** |  |
| --- | --- |
| **Institution/Organisation \*** |  |
| **Email (institutional/organisational only) \*** |  |

Add more if needed.

# Declaration

Please confirm your compliance with the necessary permissions by ticking the appropriate box below:

[ ]  Open data: Original data import - I confirm that the data I wish to import is in its original form, obtained directly from sources available under Open Licences.

[ ]  Open data: Derived or bespoke data import - I confirm that the data I wish to import has been derived or bespoke created by me or the project team as described in Section 2 from sources available under Open Licences. A list of all the variables available in the dataset is included in the Zendto drop as a separate document.

[ ]  Non-open data: Original data import - I confirm that the data I wish to import is in its original form, directly obtained from non-open sources. I have obtained and attached all necessary evidence (e.g. email correspondence, contract/data sharing agreement) with the import form. A list of all the variables available in the dataset is included in the Zendto drop as a separate document.

[ ]  Non-open data: Derived or bespoke data import - I confirm that the data I wish to import has been derived or bespoke created by me or the team from non-open sources. I have obtained and attached all necessary evidence (e.g. email correspondence, contract/data sharing agreement) with the import form. A list of all the variables available in the dataset is included in the Zendto drop as a separate document.

Please note: It is the Project Lead’s responsibility to provide updated permission and evidence if new researchers are added to a project.

#  Your signature\*

Please sign and date this form before returning to the Support Helpdesk using the University of Essex’s ZendTo Service (see these [instructions](https://ukdataservice.ac.uk/app/uploads/zendtoinstructions.pdf)).

The form can be signed electronically or signed by hand and scanned.

| **Signed\*** |  |
| --- | --- |
| **Print name\*** |  |
| **Date of submission\*** |  |

**Reminder**

**Please do not send your dataset at this point.**

Your request will be reviewed by the UK Data Service and, where necessary, relevant data owners. If your request is successful you will receive instructions for sending your dataset.

**To be completed by a member of UK Data Service staff:**

If the data import request requires approval from the Research Accreditation Panel (RAP) and/or the Controlled data owner/s, please complete the following:

| [ ]  Data owner approval has been obtained for this request and can be evidenced |
| --- |

For projects accredited under the Research Strand of the Digital Economy Act 2017:

| **RAP project ID** |  |
| --- | --- |

Completed and submitted by:

| **Name** |  |
| --- | --- |
| **Position** |  |
| **Date** | Click or tap to enter a date. |

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We are supported by the Universities of Essex, Manchester, Edinburgh, University College London and Jisc. We are funded by UKRI through the Economic and Social Research Council.