

All you need to know about UKDS SecureLab import requests

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UKDS account and project ID number

1. Login to your UKDS account.
2. Select the 'data' button on the left-hand side of the screen.
3. A 'projects' button appear just below - select that to view a list of all your projects, their titles will be hyperlinked so you can view more about the project.
4. Next to the project's title, you should be able to see a six-digit project/usage number (they're one and the same).
5. This is the number that you will need to provide to us when submitting your Import Request Form. You will put it in the Zend To Notes section.

Types of import request

Import request form NOT required	Import request form required
Document	Data
R Package	
Python Packages	
Stata ADO File/Package	
Syntax	

Where an import request form is NOT required...

Documents and Syntax

- No need to send an import request form.
- Send the file via our ZendTo service.
- Provide the six-digit project number in the note section in the ZendTo submission.
 - Without this, the import request cannot be completed and may cause delays in processing.
- Ensure that the following are removed from the files:
 - Results
 - Figures
 - Statistics
 - Data.
- Do **NOT** include any file paths associated with the SecureLab server.

R packages

There are three methods for researchers to install R packages in the SecureLab environment. All these methods have detailed user guides in the "**Guide to working with R packages in the SecureLab**" folder on the References Drive.

Method 1: Manual Installation

- You can manually install the packages from the '**R packages**' folder on the Reference drive.
- Instructions are available in the '**SecureLab_Working_with_R_packages_02_00_manualinst all.pdf**' guide.

R Packages

Researchers can also install R packages using local repositories, which offer quicker access to commonly used packages. Both methods have detailed guides and code examples on the References Drive.

Method 2: UKDA_CRAN Local R Repository

- You can use the **'UKDA_CRAN'** local R repository. Exact installation codes are found in the **User guide** and the **'Using the local R repository on SecureLab.pdf'** document.

Method 3: Nexus Repository Manager

- You can also install packages via the **local Nexus Repository Manager**. Codes and instructions are available in the **'Package Installation with Nexus Repository Manager'** document.

Python packages

- **Packages Availability:** Python packages are available on the Reference Drive in the Python_packages folder.
 - Use *pip install* or *conda install* to add the appropriate package.
- **Safe Source Requirement:** Unlike CRAN, PyPI, conda, and conda-forge, external sources ***are not considered safe***. Importing packages may take some time due to the following checks:
 - Ensure the package is free of malware
 - Verify that no data is included in the package
 - Confirm that the package poses no threat to SecureLab

Python packages

- **Guidance:** Refer to the *'How to install Python packages from the Reference drive'* file found on the Reference Drive in the User_Guides folder for detailed installation instructions.
- **Import Requests:** If a needed package is not available on SecureLab, submit an import request explaining:
 - Why you need the specific package.
 - What it will be used for.
 - Why the available packages are insufficient.

Stata ADO Files - Request process

To request Stata ADO files for your SecureLab project, please follow the steps below:

1. Email Request:

Directly email the User Support Team at **support@ukdataservice.ac.uk** and provide the name of the files to be imported.

2. Check References Drive:

The References Drive must be checked first to ensure the files are not already available there.

3. Downloading Files:

If the files are not found in the References Drive, the User Support Team will download the ADO files from the official repository, conduct the necessary checks, and transfer them to the References Drive, where they will be ready for access.

Stata ADO Files - Repository and source links

Please note the following:

1. Official Repository Only:

The User Support Team can only install packages that are available on the official repository:

1. Boston College Department of Economics Statistical Software Components

<https://ideas.repec.org/s/boc/bocode.html>

2. Unlisted Packages:

In rare cases where the required package is not listed in the official repository, you must provide a source link. This will allow us to verify its credibility and determine whether it is necessary for use in the SecureLab.

Where an import request form is required...

To download the import request form...

1. Visit the UK Data Service website:
<https://ukdataservice.ac.uk/contact/>
2. Click 'Contact' on the top-right of the page, under 'Login'.
3. Scroll down to 'Get in touch'.
4. Click on the hyperlink: [SecureLab import data request](#) and this will open a new page.
5. Select the link [SecureLab import data request](#) (Word) and this will automatically download the form.

Please make sure you are using the most recent import request form.

Finding the import request form

The import request form can be found on our website at the following link:

<https://ukdataservice.ac.uk/contact/securelab-import-data-request/>

Section 1 – SecureLab user details

Key details to provide:

- Ensure that your Institution/Organisation matches the Original Research Application Form.
- Your institutional email address must match the information you provided in your application form.
- The full project title must be provided as well as the six-digit project number.
 - You can find this in your UKDS account, under Data -> Projects.
 - The number is under the column 'PN' (which means Project Number).

Section 2 – Information about dataset to import

- You must classify your dataset into one of the four data types:
- 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.

Section 2 – Information about dataset to import

- The dataset title must be the same as the title from where the dataset was obtained and the name of the data owner/producer.
- You must also provide a brief description of the dataset you would like to be imported.
 - A minimum of two sentences to describe the data is needed.
- The variable list can be provided in the form or be sent in a word document. The variable list is a detailed description of the variables that are in the data set you wish to import.
 - Both the Import request form and the variable list should be submitted via our ZendTo service
- If you have listed the variables in the form, then please let us know in the ZendTo notes section.

Section 2 – Open Data (including derivation of)

- Provide the URL from which the data is obtained
 - The full link is required – when checks are carried out, the link will need to take us directly to the page where the data is found.
- A brief summary of the licence condition:
 - The summary **must** be outlined in this section. For example, *Open Government Licence v3.0*.
- Link to terms and conditions of use:
 - Example: <https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

Section 3 – Use of imported dataset

- Please provide information on how the dataset is within the aims of the project, as outlined on the original research proposal/project application.
- Briefly describe how the dataset will be used within SecureLab.

Section 3.1 – Linking data

- Specify if you intend to link the additional data to the controlled data within your SecureLab project.
- Provide a brief description of the data sources to be linked.
- Summarise the key variables, linking methodology and provide justification for the linkage.

Section 3.2 – Use of imported dataset

- Please indicate if use of this dataset was specified on your approved Research Project Accreditation Application.
- If not, please provide information as to why you need access to this additional data.
- Please also provide information on why the data are being requested retrospectively, rather than at the time of project approval.
- In the final box in the section, please list the controlled dataset that in use on your SecureLab project.

Section 4 – Copyright and licensing information

It is important to complete this section properly, as this is the part of the form that usually requires a lot of feedback due to the common reasons below:

- The section was not filled completely – missing a few details.
- Further documents required were not provided, etc.

This often causes delays in the processing the import request form so we highly suggest that information required from you is completed properly. If you are unsure, please get in touch with us via support@ukdataservice.ac.uk or complete the web form at <https://beta.ukdataservice.ac.uk/help>

Section 4 – Permission to use these data: Copyright and licensing information

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.

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 dataset that is imported.
- If the data is derived from multiple sources, you must provide details of the owners of the data in this section.
- Please provide the following details:
 - Name of data owner
 - Position
 - Institution/Organisation
 - Email(institutional/organisational only).

Section 4.1 – Derived Open Data

- Where you are a joint copyright holder and have derived data from Open Data (available under Open Licences such as the [Open Government Licence](#)) permission for derivation and distribution is granted under the licence terms hence no additional evidence is required.
- Please ensure that all joint copyright owners are detailed above and all links are included in Section 2.

Section 4.1 – Other types of imports

- For any other types of import where you are authorised to use the dataset for the purposes outlined in Section 3 ensure that you:
- Evidence that you and every project member (listed by name and institution/organisation) has 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 contract made between yourself and the data owner (required for third party licensed data).

Section 5 – Declaration

- You must confirm your compliance with the necessary permissions by ticking the appropriate box. Please ensure that this matches the data type you specified under Section 2.
- **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.

Section 6 – Your signature

- You need to sign and date the form before returning it to the Support Helpdesk at support@ukdataservice.ac.uk via our ZendTo service.
- The form can be signed electronically, or signed by hand and scanned.
- Note that you must **NOT** send your dataset at the point of submission.
- The import request form will be reviewed by the UK Data Service and if the request is successful, you will receive confirmation to send the dataset, alongside instructions on how to do so.

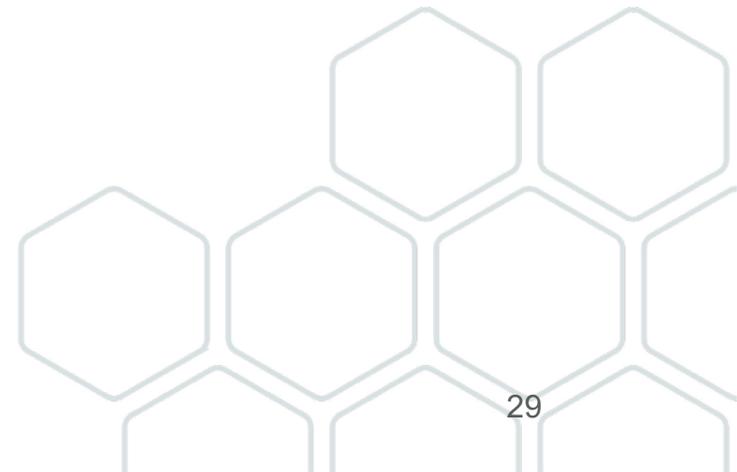
Finding the Help and FAQ pages

[Help — UK Data Service](#)

[General SecureLab FAQs — UK Data Service](#)

[UKDS SecureLab User Guide](#)

[Submitting import request forms and data](#)



SecureLab drop in sessions

- One session per month to talk to members of the SecureLab team for any queries about SecureLab. There are 2 sessions left this year (15th November and 18th December) and there are 4 bookable slots per session:
- [15th November \(12:00-12:15\)](#)
- [15th November \(12:15-12:30\)](#)
- [15th November \(12:30-12:45\)](#)
- [15th November \(12:45- 13:00\)](#)
- [18th December \(12:00-12:15\)](#)
- [18th December \(12:15 – 12:30\)](#)
- [18th December \(12:30 – 12:45\)](#)
- [18th December \(12:45 – 13:00\)](#)
- After selecting your appointment time through the appropriate link, enter the password **SecureLab** to proceed to the Eventbrite booking page
- If all slots are taken, email us at support@ukdataservice.ac.uk so we can create more timeslots.



Thank you

Email: support@ukdataservice.ac.uk

Phone: +44 (0) 1206 872230 (Support)

+44 (0) 1206 872143 (Helpdesk)

