

NEWCASTLE 85+ STUDY
OUTLINE OF APPLICATION FOR STUDY DATA



This document outlines the processes needing to be completed when applying for data from the Newcastle 85+ study. All application are dealt with by the Data Guardians Group (DGG). The Newcastle 85+ DGG has been constituted to safeguard the integrity and promote maximum potential of the Newcastle 85+ study data. The DDG acts independently from the current Newcastle 85+ study management team.

Internal collaborators at Newcastle University

- A Newcastle 85+ study collaboration agreement must be completed for all requests for data. The form can be found on the study website and should be fully complete prior to submission <https://research.ncl.ac.uk/85plus/>
- Two copies of the collaborative agreement should be returned – one electronic and one containing wet signatures. These will be distributed to the Data Guardians Group for consideration.
- We aim to inform you of the decision within 4 to 6 weeks of receipt.
- If successful, data will be prepared and placed within a folder on a shared Newcastle 85+ results drive. You will be granted access to this

drive. Data should not be copied or transferred elsewhere. Use of this drive will be monitored by the Data Guardians Group and audited in accordance with the terms of the University NHS Toolkit.

- Use of the data will be for a fixed period to be determined at the time of application. Regular 6 monthly short reports will be required to update the Data Guardians Group on progress.
- All data will need to be destroyed at the end of the agreement and proof provided.

External collaborators outside Newcastle University

- A Newcastle 85+ study collaboration agreement must be completed for all requests for data. The form can be found on the study website and should be fully complete prior to submission
<https://research.ncl.ac.uk/85plus/>
- Two copies of the collaborative agreement should be returned to the secretary of the Data Guardians Group – one electronic and one containing wet signatures. These will be distributed to the Data Guardians Group for consideration.

We aim to inform you of the decision within 4 to 6 weeks of receipt.

- Newcastle University now requires a Legal agreement to be drawn up prior to sharing any data with external organisations. If the data request is approved by the Data Guardians Group, you will then be required to complete this requirement.
- Once the appropriate approvals are in place, data are prepared and written to an encrypted file(s). This is then sent to the external collaborator, via the Newcastle File Drop-Off System. The password is sent separately via email to the collaborator.
- Use of the data will be for a fixed period, to be determined at the time of application. Regular 6 monthly short reports will be required to update the Data Guardians Group on progress.
- All data will need to be destroyed at the end of the agreement and proof provided.