

## 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.

Please note if you are an external collaborator and/or are requesting mortality data, new regulations from both Newcastle University and NHS Digital have been imposed which we must adhere to when sharing data.

#### **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/>
- If mortality data supplied to us by NHS Digital is required, further actions are required. This appears in section D of the collaboration agreement. Internal collaborators are required to have undertaken Newcastle University IG Toolkit training and provide evidence.
- 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/>
- If mortality data supplied to us by NHS Digital is required, further actions are required in order to comply with NHS Digital. This appears in section D of the collaboration agreement. The host institution of the external collaborator must (i) hold a Data Sharing Framework Contract with NHS Digital and (ii) any researcher who is undertaking analysis that includes mortality data must have completed an NHS toolkit at their own institution and provide evidence they have done so.
- NHS Digital also require us to amend our Data Sharing Agreement with them if we share mortality data externally. We can amend this but it will incur a charge (see collaborative agreement).
- 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 container (Bit Locker). This is then sent to the external collaborator, on a DVD by recorded delivery. Once received and

acknowledged, a password will be sent separately to enable you to decrypt the data.

- 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.