

UK Data Service SecureLab – Import Request Webinar

James Rayner and Hannah Josol
UK Data Archive, UK Data Service



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 projects titles, 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 and the ZendTo Notes section.

Types of Import Request

Import Request Form Required	Import Request Form NOT Required
Open Data	Document
Data owned by you (the researcher)	R File/R Package
Data owned by another researcher	Stata ADP File/Package
Third-party licensed data	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.
- For syntax, 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 Files and R Packages

- R packages can be installed by you (the researcher), as long as the R package is available on the CRAN repository.
- To install the R package(s) in SecureLab, the SecureLab User Guide is available for reference.
 - The instructions are found in the 'Package Installation with Nexus Repository Manager' section.
- The Guide is located in the SecureLab folder in: References\$\R Packages\Guide and found in 'Working with R Packages in the SecureLab'.

Stata ADO Files

- Directly email the User Support Team at support@ukdataservice.ac.uk and provide the name of the files to be imported in the SecureLab project.
 - The References drive must be checked first to ensure that desired files are not located in the drive already.
- If not found in the References Drive, the ADO files are downloaded from the website and checks are carried out. The files are then transferred across to the References drive, ready to be accessed.
- Note that User Support Team can only install packages that are available on the official repository.

Where an Import Request Form is required...

Finding the Import Request Form

To download the Import Request form...

1. Visit the UK Data Service website: [UKDS contact form](#).
2. Click 'Contact' on the top-right of the page, under 'Login'.
3. Scroll down to 'Contact our Helpdesk' and click on the button '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.

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 – Type of dataset to import

Key details to note:

- You can only select **ONE** option only for the type of the dataset to be imported.
- If there are multiple requests to import then a form for **each dataset** must be completed.
- If you are unsure of the type of data import you need to request, please contact us at support@ukdataservice.ac.uk and we can advise you further.

Section 3 – Information about dataset to import

- The dataset title must be the same as the title from where the dataset was obtained.
- 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.
 - 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 4 – 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 4.1 – 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.
- In this section you can also specify if you require any of the three additional linking services:
 1. UKDS to match IDBR numbers onto business data.
 2. UKDS to generate pseudo-anonymised IDs for business data.
 3. ONS to link IDBR numbers onto business datasets.

Section 4.2 – Use of imported dataset in DEA AR Projects

- Please only completed this section if you have a DEA accredited project.
- 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.

Section 5 – Permission to use these data: 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.
- The link to the terms and conditions was not provided.
- Further documents required were not provided, etc.

This often delays processing the import requests 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 [UKDS help form](#).

Section 5.1 – Open Data

- 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: [National Archives Open Government Licence Version 3.](#)

Section 5.2 – Data owned by you

- Specify if you are the sole data owner, or if created by multiple parties.
- If the data is derived from multiple sources, then select 'Joint Owner' and provide details of the owners of the other data sources under Section 5.2.1.
 - For example, ONS details.

Section 5.2.1 – Joint Owner details

- Please provides details of any joint data owners, and any owners of data sources used to create this dataset.
- Please provide the following details:
 - name of data owner
 - position
 - institution/rganisation
 - email(institutional/organisational only).

Section 5.3 – Data owned by another researcher/Third party licensed data

- A contract must exist between you (the researcher) and the data owner.
- This can be in the form of an email. The contract must state that the researcher and all project members listed by name have permission to use the data within SecureLab.
- In this section please also provide details of the data owners and the individuals/ organisation you have a contract with.
- Please provide the following details:
 - name of data owner
 - position
 - institution/organisation
 - email (institutional/organisational only).

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 successfully, you will received confirmation to send the dataset, alongside instructions on how to do so.

Thank you.

Email: support@ukdataservice.ac.uk

Phone: +44 (0) 1206 872230 (Support)
+44(0) 1206 872143 (Helpdesk)