

# Introduction to depositing data with the UK Data Service

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# UK Data Service overview



# UK Data Service (UKDS)



Hosts UK's largest collection of social, economic and population research data.



Provide users with access, support, guidance and training to facilitate high quality social and economic research and education.



A partnership between UK Data Archive at University of Essex, Cathie Marsh Institute for Social Research at University of Manchester, Jisc, UK, EDINA from University of Edinburgh, and the Department of Information Studies and Centre for Advanced Spatial Analysis at University College London.



Support the development of best practices for data preservation and sharing standards.



[ukdataservice.ac.uk](http://ukdataservice.ac.uk)

# Stats about UKDS

~ **9,600** data collections

~ **250** new data collections and new editions added each year

~ **48,000** registered users

~ **130,000** data accesses worldwide per year

UKDS data collections are accessed every 6 minutes  
24 x 7 x 365

# UKDS Data Users



Academic  
researchers  
and students



Government  
analysts



Charities and  
foundations



Business  
consultants &  
data analysts



Independent  
research  
centers &  
think tanks



# UKDS Data Depositors



UK government  
departments



National statistical  
authorities



Research institutes



Academics and  
individual researchers



# UK Data Service Collections Development Policy and repositories





# UKDS Collections Development Policy

UKDS is a domain specific repository for social sciences.

A clear and transparent appraisal process is implemented for all potential new data offers.

The Data Appraisal Group makes an assessment according to the [Collections Development Selection and Appraisal Criteria](#), which are informed by the [Collections Development Policy](#).

# Examples of disciplines in remit

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area and development studies	international relations	social anthropology
economic and social history	linguistics	social policy
economics	management and business studies	social statistics, methods and computing
education	politics	social work
environmental planning	psychology	socio legal studies
human geography	science and technology studies	sociology



# UKDS repositories

The Curated repository is most suitable for large-scale, population representative data. Curated collections include the Annual Population Survey, the Crime Survey for England and Wales, the English Health Survey, the Understanding Society and the Centre for Longitudinal Data cohorts [as well as many others.](#)

The ReShare repository is suitable for smaller-scale data and experimental data; it was initially funded to host ESRC funded data, but it currently hosts data funded by a various numbers of research councils as well as non-funded data within remit.



# How to deposit with UK Data Service?



# Create an account

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Data
Deposits
My Details

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[Home](#) > [My Account](#)

## My account

Welcome to your account with the UK Data Service. Here you can keep track of your data downloads and access requests, projects and data deposits.

If you have already added one or more datasets to your account, you will need to assign them to a project before you can view them. If you have been redirected here after registering with the UK Data Service or after logging in to your account, you can use the data catalogue link at the top of this page to search datasets within our collection.

If you have been redirected from a partner website, this is because your action relates to data within our collection, so please return to your original website.

Each page features a page guide in the top-right corner, providing further information and instructions.

[Further information about registering an account.](#)

# Choose a repository

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Data
<b>Deposits</b> >
Datasets
Licences
ReShare Repository
My Details

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If in doubt reach out to us at [collections@ukdataservice.ac.uk](mailto:collections@ukdataservice.ac.uk).

# Repository specific guidance



Both repositories support a fully online deposit process.



Please refer to our [guide for depositing data in our curated collection](#) and to our [ReShare video guide](#) for the step-by-step process.



# Live Demo





# Requirements and best practices for depositing with UK Data Service.



# Key considerations for deposit

01

Allow sufficient time during and towards the end of a project for preparing your collection for archiving.

02

Build in quality control checks for your data capture and cleaning processes.

03

Prepare supporting documentation ensuring that secondary researchers can make use of the data correctly.



# Three-tier licence and access framework

## Access Options



### OPEN

Suitable for data that are not classified as personal data or personal information and with no residual risk of disclosure or where consent to share personal data as collected is in place.



### SAFEGUARDED

Suitable for data that are not classified as personal data or personal information, and where the risk of identification is considered sufficiently remote; also referred to as effectively anonymised data as per [ICO guidance](#).



### CONTROLLED

Suitable for data classified as personal data or personal information and data that are particularly sensitive, commercially or otherwise. Access is facilitated through the [Five Safes Framework](#).

# Overview of file preparation best practices

- Use consistent and meaningful filenames that reflect the file content; when data are sensitive or restricted, indicate this in the file name and let the repository know in advance.
- Ensure internal consistency checks are completed prior to the deposit.
- Apply anonymisation techniques and explore [intruder testing](#).
- Remove all your own temporary, administrative, or dummy variables and/or notes.
- Use UKDS [recommended file formats](#) and the [recommended transcription format](#) for qualitative textual data.

# Overview of file preparation best practices – cont'd

- If converting data across file formats, check that no data or internal metadata have been lost or changed.
- Check whether [copyright permission](#) needs to be sought regarding data ownership.
- Create and deposit a user guide that contains key contextual information.
- Create and deposit a [ReadMe file](#).
- For data derived from existing resources create and deposit a [variable log](#).

# Other recommended documentation for deposit

Survey data	Transcript data
Technical report with standard headings.	Participant Information Sheet(s) and blank copies of consent form(s) used.
Questionnaires with universe and routing instructions, showcards, and interviewer instructions.	Topic guide(s)/interview schedules.
Coding frames and coding instructions.	<a href="#">Data list</a> to serve as finding aid for secondary researchers

# Catalogue metadata

## International Passenger Survey, 2023

Details

Documentation

Resources

Access data

### Details

Title:	International Passenger Survey, 2023
Alternative title:	IPS
Study number (SN):	9279
Access:	These data are <a href="#">safeguarded</a>
Persistent identifier (DOI):	<a href="https://doi.org/10.5255/UKDA-SN-9279-1">10.5255/UKDA-SN-9279-1</a>
Series:	<a href="#">International Passenger Survey</a>
Data creator(s):	Office for National Statistics

### Sponsors and contributors

### Citation and copyright

The citation for this study is:

Office for National Statistics. (2024). *International Passenger Survey, 2023*. [data collection]. UK Data Service. SN: 9279, DOI: <http://doi.org/10.5255/UKDA-SN-9279-1>

### Coverage and methodology

Dates of fieldwork:	January 2023 - December 2023
Country:	United Kingdom
Other geography:	England regions Wales and Scotland, UALA and town data is given in QReg dataset
Spatial units:	Countries
Observation units:	Individuals
Observation unit location:	National
Population:	Visits to and from the United Kingdom
Number of units:	Custom dataset = 91083 QReg dataset = 31544 Alcohol dataset = 1544 Airmiles = 213885
Method of data collection:	Face-to-face interview
Time dimensions:	Repeated cross-sectional study
Sampling procedures:	Multi-stage stratified random sample
Kind of data:	Numeric
Weighting:	Weighting used. See documentation for details

### Edition history

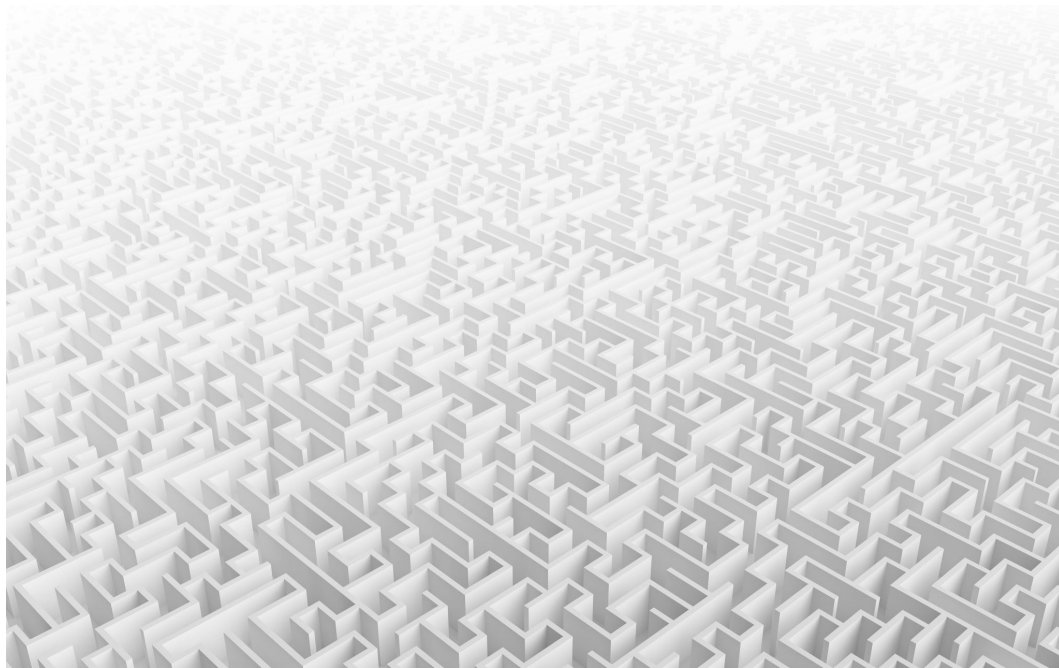
First edition release:	19 June 2024
Latest edition release:	19 June 2024 (1st Edition)

# Benefits of depositing with UK Data Service





# Benefits of depositing with UK Data Service



No costs and fully online process..

Preservation and long-term access.

Robust licensing framework.

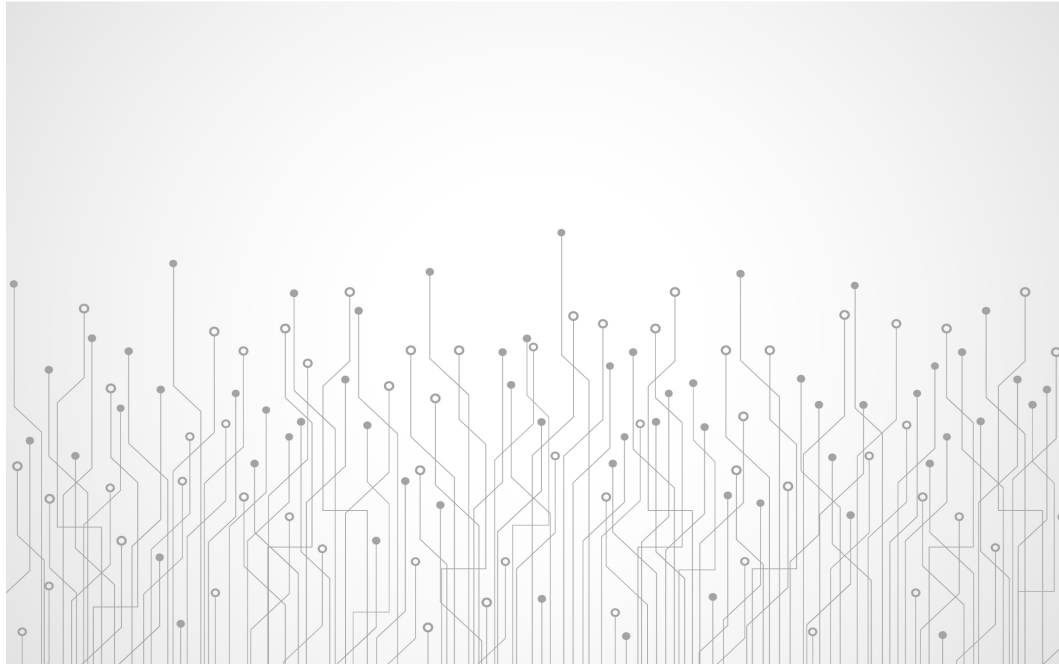
Improved data quality and standards.

Resource discovery and citation (DOIs).

Promotion to national and international researchers.

Study-level metrics for funding proposals or extensions.

# Benefits of depositing with UK Data Service – cont'd



Adherence to FAIR data principles.

Compliance with funding and journal policies.

Increased professional reputation and recognition.

New potential collaborations.

Support education, teaching and skill development.

Contribution to scientific progress.

Data management guidance and support.

# Further resources

## Additional resources

[QAMyData](#) – numeric health check tool

[Qualitative anonymisation helper tool](#) (Ms Word Macro)

[HASSET](#) – Humanities and Social Science Electronic Thesaurus

# Get connected

[UK Data Service](#)

[Jisc mail group](#)

[@UKDataService X \(formerly Twitter\)](#)

[UK Data Service YouTube channel](#)

Thank you ever so  
much.

[collections@ukdataservice.ac.uk](mailto:collections@ukdataservice.ac.uk)