UK Data Service SecureLab import request webinar

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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 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. You will put it in the ZendTo Notes section.

Types of Import Request

Import Request Form Required	Import Request Form NOT Required
Data	Document
	R Package
	Python Packages
	Stata ADO File/Package
	Syntax

UK Data Service

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 packages

- There are two methods you (the researcher) can install R packages. Both of these methods have user guides on the References Drive:
  - You can install the packages manually from the 'R packages' folder on the Reference drive. Please follow the guide: 'SecureLab_Working_with_R_packages_02_00_manualinstall.pdf' found with in the "User_Guides" folder within SecureLab.

  - You can use the 'UKDA_CRAN' local R repository (the exact codes to install them can be found in the User guide and on the References Drive). You can find help for this method in 'Using the local R repository on SecureLab.pdf'.

- If there is an R package that you require and it is not available on SecureLab, please submit an import request for that package:
  - If the package is available on CRAN, you can just email us asking for the package to be added.
  - If the package is not available on CRAN, please also provide detailed information on why you need this specific package and why no other package, available on CRAN, is sufficient*.

Python packages

- Python packages are available on the References Drive in the 'Python_packages' folder. You can use pip install and/or conda install to add the appropriate package.

- Unlike CRAN, PyPI, conda and conda-forge are not considered "safe source". Due to this, importing packages may take some time, as we have to:
  - Ensure that there are no malware in the package.
  - Ensure that there is no data included in the package.
  - Ensure that the package does not pose any threat for SecureLab.

  Please refer to the guide on installing Python packages in the user guide found on the References Drive within the "User_Guides" folder.

  If you need a package that is not yet available on SecureLab, please submit an import request, outlining why you need that specific package, what it is used for and why the available packages are not sufficient.*

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:

Boston College Department of Economics Statistical Software Components (https://ideas.repec.org/s/boc/bocode.html).

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.

Finding the Import Request Form

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

- 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

- 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.

- 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 3.2 – Use of imported dataset in DEA AR Projects

- Please only complete 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 4 – Permission to use these data: 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 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 https://beta.ukdataservice.ac.uk/help.

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

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 – 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 received 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
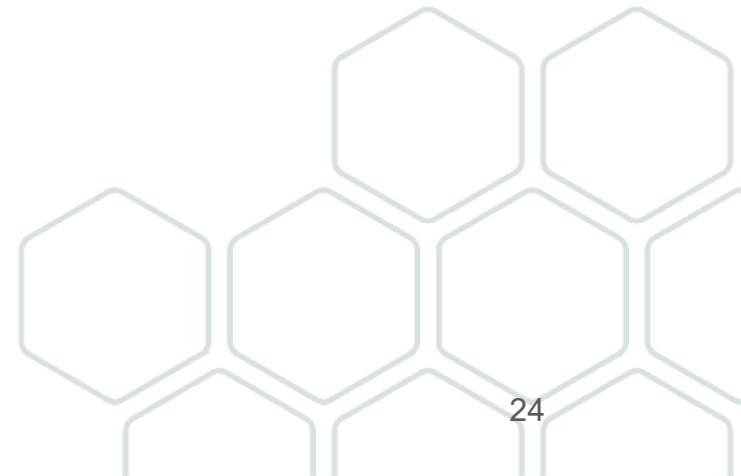
SecureLab Drop In Sessions

- One session per month to talk to members of the SecureLab team for any queries about SecureLab. There are 2 sessions left this year (7th November and 12th December) and there are 4 bookable slots per session:

- [7th November (12:00 to 12:15)](#)

- [7th November (12:15 to 12:30)](#)

- [7th November (12:30 to 12:45)](#)

- [7th November (12:45 to 13:00)](#)

- [12th December (12:00 to 12:15)](#)

- [12th December (12:15 to 12:30)](#)

- [12th December (12:30 to 12:45)](#)

- [12th December (12:45 to 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)