

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 project's title, 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 NOT required	Import request form required
Document	Data
R Package	
Python Packages	
Stata ADO File/Package	
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.
- Ensure that the following are removed from the files:
 - results
 - figures
 - statistics
 - data.
- Do **NOT** include any file paths associated with the SecureLab server.

Posit Package Manager – R and Python

- Our Posit Package Manager instance currently provides mirrors for CRAN (R) and PyPI (Python).
- After configuring the repository in R Studio and Python, you will be able to install R packages using the standard `install.packages()` and `pip install` functions.
- Includes a user friendly web interface which allows you to browse packages, metadata and copy installation commands directly from the interface.
- We have created a user guide which outlines the configuration process, installation and the web interface. This is available on the References Drive in SecureLab.

R Packages – manual install

- You can manually install the packages from the 'R packages' folder on the References Drive.
- Packages in this folder are manually updated by the User Support team.
- If a package you need is missing from this folder, please contact the User Support team, and we can add this for you.
- R Packages must be available on the official repository – CRAN.
- Instructions are available in the user guide on the References Drive.

Python packages – manual install

- Python packages are available on the Reference Drive in the 'Python_packages' folder.
- Use *pip install* or *conda install* to add the appropriate package.
- Unlike CRAN, PyPI, conda, and conda-forge, external sources *are not considered safe*. Importing packages may take some time due to additional checks.
- Refer to the '*How to install Python packages from the Reference drive*' guide found on the References Drive for detailed installation instructions.

Stata ADO files - request process

To request Stata ADO files for your SecureLab project, please follow the steps below:

1.Email request:

Directly email the User Support Team at **support@ukdataservice.ac.uk** and provide the name of the files to be imported.

2.Check References Drive:

The References Drive must be checked first to ensure the files are not already available there.

3.Downloading files:

If the files are not found in the References Drive, the User Support Team will download the ADO files from the official repository, conduct the necessary checks, and transfer them to the References Drive, where they will be ready for access.

Stata ADO Files - repository and source links

Please note the following:

1. Official Repository Only:

The User Support Team can only install packages that are available on the official repository:

1. Boston College Department of Economics Statistical Software Components

[Statistical Software Components, Boston College
Department of Economics | IDEAS/RePEc](#)

2. Unlisted packages:

In rare cases where the required package is not listed in the official repository, you must provide a source link. This will allow us to verify its credibility and determine whether it is necessary for use in the SecureLab.

Reporting syntax issues

- If you encounter any issues with installing or running packages in SecureLab please do the following:
 1. Create a word document in your SecureLab project describing the issue with copies of the error messages.
 2. Submit a query using the help form, letting us know you are having issues and that you have created the document.
 3. The support team can then safely go into your project and view your issue to assist.

**Please do not copy the error messages into an email or query.
This counts as copying from the screen and constitutes a
procedural breach.**

Where an import request
form is required...



To download the import request form...

1. Visit the [UK Data Service website](#):
2. Use the website search function and search for "SecureLab import data request".
3. Open the page titled "[SecureLab import data request](#)".
4. Select the link [SecureLab import data request](#) (Word) and this will automatically download the form.

Please make sure you are using the most recent import request form.

Finding the import request form

The import request form can be found on our website at the following link:

<https://ukdataservice.ac.uk/contact/securelab-import-data-request/>

Section 1 – SecureLab user details

Enter the Project Lead's contact details.

Current form extract

- Use an institutional or organisational email address.
- Provide the full project title and six-digit UK Data Service Project Number.
- Find the number in your UKDS account under Data → Projects (column 'PN').

1. Your details*

Name*	
Institution/organisation*	
Telephone number*	
Email (institutional/organisational only)*	
Project title*	
UK Data Service Project Number*	

Section 2 – Information about dataset to import

- Select ONE import type:
 - Open data – original.
 - Open data – derived or bespoke.
 - Non-open data – original.
 - Non-open data – derived or bespoke.
- If open and non-open sources are combined, classify the request as non-open.

Current form extract

UK Data Service Project Number*	
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2. Information about the import request*

Select which type of data you request to be imported in your SecureLab Project (**please refer to instructions on page 2**).

☐ Open data: Original data import – data in its original form, obtained directly from sources available under Open Licences.

☐ Open data: Derived or bespoke data import – data that has been derived or bespoke created by me or the project team from sources available under Open Licences.

☐ Non-open data: Original data import - data in its original form, directly obtained from non-open sources.

☐ Non-open data: Derived or bespoke data import - data that has been derived or bespoke created by me or the team from non-open sources

Cont...Section 2 – Information about dataset to import

- The dataset title must match the official title used by the source from which it was obtained. You must also provide the name of the data owner or producer.
- Provide a brief description of the dataset you would like to import. The description should be at least two sentences and explain the nature and scope of the data, including how it was derived where applicable.
- Where required, provide a variable list containing the variable names and labels or descriptions. (variable names and labels/descriptions can be in Word, Excel, or an SPSS/Stata log).
- Submit the Import Request Form and variable list through the University of Essex ZendTo service.

Current form extract

Provide the following information about the data you are requesting to be imported.

Dataset title* (For published data use the official title, for derived data use a descriptive title)	
Data owner/producer name* (A natural person or an organisation/institution)	
Brief description of the	

SecureLab: Request to import data

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universityofessex.ac.uk

data* (The description should include the nature and scope of the data and information on derivation where applicable. If using multiple sources ensure to describe all accordingly.)	
For Open data sources only (including derivation of):	
URL(s) from which data/source data was obtained*	
Link(s) to Open Licence(s) (please see instructions on page 2)	

Section 2 – Open Data (including derivation of)

- 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*.
- Check that the licence permits modification if the data are derived.
- Link to terms and conditions of use
 - [Example](#)

Current form extract

scope of the data and information on derivation where applicable. If using multiple sources ensure to describe all accordingly.)	
For Open data sources only (including derivation of):	
URL(s) from which data/source data was obtained*	
Link(s) to Open Licence(s) (please see instructions on page 2)	

3. Use of imported dataset*

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.

Current form extract

3. Use of imported dataset*

Is this request within the scope of the original aims of the approved/accredited project?*

If yes, please explain.

Yes ☐

No ☐

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.

Current form extract

3.1 Linking data*

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OR Data Service

orlab@service.ac.uk

Do you intend to link the additional data to the controlled data that you already access on the project?*

Yes ☐

No ☐

If no, please go to Section 3.2.

If yes, please provide the following details:

Description of the data source(s) to be linked*	
Summary of the key variables*	
Summary of the linking methodology*	
Justification for the linkage*	

Section 3.2 – Use of imported dataset

- 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.
- In the final box in the section, please list the controlled datasets that are in use on your SecureLab project.

Current form extract

3.2 Use of imported dataset

Is the use of the requested dataset specified in your approved Research Project Accreditation Application?*

Yes ☐	No ☐
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If yes, please go to Section 4.

If no, please provide the following details:

Why do you require access to the additional data? Please explain how these will help fulfil the research aims stated in your project application.*

Why are the additional data being requested retrospectively, rather than at the time that the project was originally approved/accredited?*

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UNIVERSITY OF GLASGOW

Details of controlled (Secure Access) datasets already in use on my project:*

Please add further rows if required. You can check the details of the datasets on your project by [logging in to your UK Data Service account](#) and navigating to your project record under the 'My Data' section of your account.

Study Number (e.g. SN 7451)	Full dataset title (e.g. Annual Business Survey, 2008-2015: Secure Access)

Section 4 – 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 causes delays in the processing the import request form, so we highly suggest that information required from you is completed properly. If you are unsure, please contact us via support@ukdataservice.ac.uk or complete the [web form](#).

Current form extract

3.2 Use of imported dataset

Is the use of the requested dataset specified in your approved Research Project Accreditation Application?*

Yes ☐	No ☐
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If yes, please go to Section 4.

If no, please provide the following details:

Why do you require access to the additional data? Please explain how these will help fulfil the research aims stated in your project application.*

Why are the additional data being requested retrospectively, rather than at the time that the project was originally approved/accredited?*

Secure Access Request to import data

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Details of controlled (Secure Access) datasets already in use on my project:*

Please add further rows if required. You can check the details of the datasets on your project by [logging in to your UK Data Service account](#) and navigating to your project record under the 'My Data' section of your account.

Study Number (e.g. SN 7451)	Full dataset title (e.g. Annual Business Survey, 2008-2015: Secure Access)

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

- Select the statement that accurately describes who owns the copyright and intellectual-property rights.
- The three choices are: sole owner, joint owner, or not the owner but authorised to use the data.
- Your selection must be consistent with the evidence and owner details supplied.

Current form extract

4. Copyright information*

Choose only **ONE** of the following options that apply to the data you wish to import:

☐	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).

Current form extract

outlined in Section 3 above by each and every joint owner detailed in section 4.1.	
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 data you are requesting as the information is captured in section 1. Otherwise please ensure to include all copyright holders.	
Name of data owner*	
Institution/Organisation *	
Email (institutional/organisational only) *	
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 UK Data Service 	
Name of data owner*	
Institution/Organisation *	
Email (institutional/organisational only) *	

Section 4.1 – Derived Open Data

- For derived open data, the Open Licence must permit modification or derivation and distribution.
- List all joint copyright owners and include every source URL and licence link in Section 2.
- Submit a separate variable list with the form.
- If the licence terms are unclear, contact collections@ukdataservice.ac.uk.

Current form extract

must be explicitly provided for the data.

Non-open data are data available under proprietary licences and subject to bespoke usage, sharing and modification restrictions. These are usually made available under End User Licence Agreements, Data Sharing Agreements or contracts that outline the terms and conditions for access and use.

What evidence do I need to provide for open data?

When importing data available under Open Licences (e.g. [Open Government Licence](#)), or data you have derived from these sources, permission for distribution is granted under the licence terms. No additional evidence is required.

Please note if you wish to import derived data you must ensure the data licence permits data modifications. If unsure, please get in touch with collections@ukdataservice.ac.uk.

UK Data Service Project	
Number*	

2. Information about the import request*

Select which type of data you request to be imported in your SecureLab Project (**please refer to instructions on page 2**).

- ☐ Open data: Original data import – data in its original form, obtained directly from sources available under Open Licences.
- ☐ Open data: Derived or bespoke data import – data that has been derived or bespoke created by me or the project team from sources available under Open Licences.

Section 4.1 – Other types of imports

Current form extract

- 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).

modifications. If unsure, please get in touch with collections@ukdataservice.ac.uk.

What evidence do I need to provide for non-open data?

When importing data from non-open sources, either as originally obtained or derived, it is essential to obtain and provide detailed evidence of these permissions. Please send alongside this completed form:

- Evidence that you and every project member (listed by name and institution/organisation) have 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 Data Sharing Agreement made between yourself and the data owner/data provider.

Please note if you wish to import derived data you must ensure the data licence permits data modifications. If unsure, please get in touch with collections@ukdataservice.ac.uk.

Section 5 – Declaration

- You must confirm your compliance with the necessary permissions by ticking the appropriate box. Please ensure that this matches the data type you specified under Section 2.
- Derived or bespoke open data require a separate variable list.
- All non-open data require supporting permission evidence and a separate variable list.
- The Project Lead must provide updated evidence if researchers are later added to the project.

Current form extract

Add more if needed.

5. Declaration

Please confirm your compliance with the necessary permissions by ticking the appropriate box below:

- ☐ Open data: Original data import - I confirm that the data I wish to import is in its original form, obtained directly from sources available under Open Licences.
- ☐ Open data: Derived or bespoke data import - I confirm that the data I wish to import has been derived or bespoke created by me or the project team as described in Section 2 from sources available under Open Licences. A list of all the variables available in the dataset is included in the Zendto drop as a separate document.
- ☐ Non-open data: Original data import - I confirm that the data I wish to import is in its original form, directly obtained from non-open sources. I have obtained and attached all necessary evidence (e.g. email correspondence, contract/data sharing agreement) with the import form. A list of all the variables available in the dataset is included in the Zendto drop as a separate document.
- ☐ Non-open data: Derived or bespoke data import - I confirm that the data I wish to import has been derived or bespoke created by me or the team from non-open sources. I have obtained and attached all necessary evidence (e.g. email correspondence, contract/data sharing agreement) with the import form. A list of all the variables available in the dataset is included in the Zendto drop as a separate document.

Please note: It is the Project Lead's responsibility to provide updated permission and evidence if new researchers are added to a project.

6. Your signature*

Section 6 – Your signature

- The Project Lead must sign, print their name, and date the form.
- Before returning it to the Support Helpdesk at support@ukdataservice.ac.uk via our ZendTo service.
- 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 receive confirmation to send the dataset, alongside instructions on how to do so.

Current form extract

6. Your signature*

Please sign and date this form before returning to the Support Helpdesk using the University of Essex's ZendTo Service (see these [instructions](#)).

The form can be signed electronically or signed by hand and scanned.

Signed*	
Print name*	
Date of	

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ukdataservice.ac.uk

Signed*	
submission*	

Reminder

Please do not send your dataset at this point.

Your request will be reviewed by the UK Data Service and, where necessary, relevant data owners. If your request is successful you will receive instructions for sending your dataset.

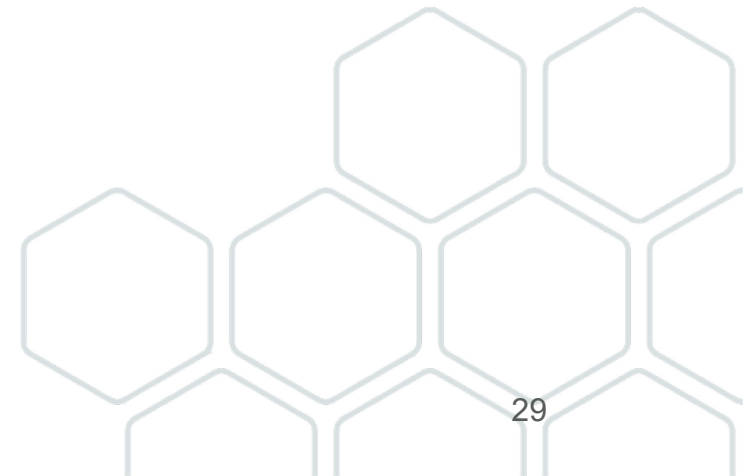
Finding the Help and FAQ pages

[Help — UK Data Service](#)

[General SecureLab FAQs — UK Data Service](#)

[UKDS SecureLab User Guide](#)

[Submitting import request forms and data](#)



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 (23 November 2026 and 18 December 2026) and there are 4 bookable slots per session:
- 23 November 2026 :
 - [12:00 – 12:15](#)
 - [12:15 – 12:30](#)
 - [12:30 – 12:45](#)
 - [12:45 – 13:00](#)
- 18 December 2026:
 - [12:00 – 12:15](#)
 - [12:15 – 12:30](#)
 - [12:30 – 12:45](#)
 - [12:45 – 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)