

Special Licence: Generic

| Public26 February 2021Version: 07.00**T** +44 (0)1206 872001**E** help@ukdataservice.ac.uk**W** www.ukdataservice.ac.uk |   |  |
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# Definitions

* Licence holder – the licence holder specified in section 1
* Data depositor – depositor of the collections detailed in section 7
* Data – the collections detailed in section 7
* Dispute arbitrator – ESRC

# Researcher application form - Your details

|  |  |
| --- | --- |
| Surname |  |
| First name(s) |  |
| Institution/Organisation |  |
| Institution/Organisation Address |  |
| Telephone No. |  |
| Email:  |  |
| UK Data Service Project Number: |  |

# Research team

Please list the names of all member(s) of your research team who **need access** to the data and their contact email address. Note: each person listed below will need to complete their own form.

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| **Name** | **Email address** |
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# Location

Please state the site of access. Include the address of where the data will be **accessed** **and stored**, including your organisation/institution name:

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If the location is different to the organisation/institution specified in your registration details, please state the reasons in the box below:

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# Title of the research proposal

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# Abstract of the research proposal

Please include a short description of the project and its benefits.

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# Details of the research proposal

Please provide a full and detailed description of the purpose for which the data are requested, describing the aims of the study/research. Where research is part of a larger programme, please include details below.

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# Data required

**Title(s) and study number(s) of datasets**

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# Justification

Please provide a justification as to why you are requesting access to these data. You should include:

* An explanation as to why you require these data, including information about specific variables or questions of interest and how you’ll use these in your research
* An explanation demonstrating that you have considered alternative sources of data, and reasons why these data are not sufficient for your research

IMPORTANT: when applying for social survey data, we strongly recommend that you consider using less restrictive versions of the data that are available. Please visit ukdataservice.ac.uk and use the Discover search function to locate less restrictive sources.

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# Does your project proposal include any linking of data sources?

If yes, please provide the following details below:

* A description of the data source(s) to be linked to the data;
* A summary of the key variables;
* A summary of the linking methodology;
* Justification for the linking.

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# Duration of access

Please indicate how long access to data is likely to be required:

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# Outputs

Details of the products/outputs that will be produced from your use of the data (e.g. analysis, reports, tables, books):

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# Protection of confidentiality in outputs

Describe the methods you will use to determine whether the outputs listed in Section 11 above are disclosive and the measures you will use to protect confidentiality in those outputs.

Methods and standards specified in the [Research Data Handling and Security: Guide for Users](http://ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf) and [GSS Statistical Disclosure Control](https://gss.civilservice.gov.uk/statistics/methodology-2/statistical-disclosure-control/) for tables produced from surveys must be applied to statistical outputs.

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# Measures in place to protect the technical and physical security of the microdata

# Refer to the ‘Research Data Handling and Security: Guide for Users’ (<http://ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf>) before proceeding.

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#  Funding

Is your research being funded? YES/NO

If Yes, has funding been obtained: YES / NO / NOT YET HEARD

If yes, which organisation/institution is funding the research?

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| **Name of organisation** |
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# Declaration

The data to which this Licence permits access are made available under 'Special Conditions', as specified in section 5 of the End User Licence (EUL). Access to the data is conditional upon signing this Declaration.

The licence holder:

* has read and will abide by the [Research Data Handling and Security: Guide for Users](http://ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf);
* will take all necessary administrative, technical and organisational measures to ensure that the data are used only in the manner stated and for the proposal specified;
* confirms that access to the data is required in order to meet the aims of the proposal and that the access is proportionate and not excessive to the stated purpose;
* will not process, disseminate or otherwise allow any of the data to be made available or used for any other purpose whatsoever and will remain bound by this obligation once the period of access has expired;
* guarantees that none of these data will be distributed to third parties;
* guarantees that any duplication of the data will only be for the purpose of making personal copies to aid their own research and analysis for the proposal specified;
* will not attempt to use these data after the period of access has expired;
* will not attempt to identify by any means whatsoever, any individual, household or organisation in the data , nor will the licence holder claim to have done so;
* will comply with the data security requirements in the [Research Data Handling and Security: Guide for Users](http://ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf);
* guarantees that the prime focus for accessing the data is for research purposes and not for the purpose of personal or commercial gain;
* guarantees that any outputs made available to anyone other than those named on the Licence (who must also have signed this Declaration), will meet required standards, including the guarantee, methods and standards contained in the [Code of Practice for Official Statistics](https://code.statisticsauthority.gov.uk/) and the [ONS Statistical Disclosure Control](https://gss.civilservice.gov.uk/statistics/methodology-2/statistical-disclosure-control/) for tables produced from surveys;
* will apply methods and standards specified in the [Research Data Handling and Security: Guide for Users](http://ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf) for disclosure control for statistical outputs;
* will supply to the UK Data Archive the bibliographic details of any published work based wholly or in part on the data collection/s accessed. Details are to be provided on publication;
* Any plans to match or attempt to match individual or household records to any other data source at the level of the individual or household must be declared and can only be undertaken with the permission of the data depositor and the owners of the data sources;
* where the data depositor so requires, must supply a copy of any proposed publication, based wholly or in part on the data collections accessed, to enable the data depositor to consider it and comment as regards compliance with the conditions for disclosure protection and will make any [reasonable] changes that are required by the data depositor in order to make the proposed publication comply with these conditions;
* will, at the end of the access period, destroy all copies of the data, including temporary copies, CDs, printed copies, personal copies, back-ups, derived datasets and all electronic copies;
* will ensure that the data are destroyed to the standards specified in the [Research Data Handling and Security: Guide for Users](http://ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf);
* will, at the end of the access period, sign and send to the UK Data Archive a declaration to confirm that all copies of the data have been destroyed and to the required standards;
* will report promptly non-compliance with any of the terms of this Licence;
* confirms the accuracy of any information provided to support this application;
* will abide by any other requirements made by the UK Data Archive or the data depositor relating to this use of data;
* understands that the principles of the Freedom of Information Act apply and nothing provided in this Licence is confidential to the licence holder or to the data depositor. To disclose the details of the Licence would not be a breach of any duty of confidence and therefore the details would be made available to the public on request.

Data requested under the Special Licence will only be accessed at a site that has security standards that meet the requirements outlined in the document *Research Data Handling and Security: Guide for Users* and that also meet the requirements of the data depositor. This may include the requirement that data must not be stored or accessed at a location outside the UK or the European Economic Area.

**NON-COMPLIANCE PROCEDURES**

Any non-compliance with any of the provisions of this Licence will result in the immediate termination of the licence holder's access to the data, the termination of the licence and the prohibition of any further access to the data depositor’s data via the Special Licence. It will also lead to immediate termination of the services provided by the UK Data Archive data team, either permanently or temporarily (as stated in section 16 of the EUL). The Licence Holder’s institution will be informed of non-compliance.

Non-compliance with any of the provisions of this Licence may result in sanctions being sought against the licence holder. These may include legal proceedings being taken by the data depositor for breach of obligations under statute or common law.

**DISPUTE PROCEDURES**

Any disputes arising from the use of the data and/or the terms of this licence will be resolved initially between the UK Data Archive, on behalf of the University of Essex and the Licence Holder. Otherwise, outstanding issues will be referred to the dispute arbitrator.

**Licence holder signature**

I have read, understood and will abide by (you must tick all three boxes):

[ ]  any and all terms and conditions of this Declaration

[ ]  any additional conditions of access specified by the depositor and shown above

[ ]  the [Research Data Handling and Security: Guide for Users](http://ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf)

| Name | Signature | Date |
| --- | --- | --- |
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