

ONS APPROVED RESEARCHER FORM

Secure Data Service

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T +44 (0)1206 874968

E securedata@data-archive.ac.uk
securedata.data-archive.ac.uk

**SECURE
DATA
SERVICE**

SECURE DATA SERVICE

UK DATA ARCHIVE
UNIVERSITY OF ESSEX
WIVENHOE PARK
COLCHESTER
ESSEX, CO4 3SQ

**UK • DATA
ARCHIVE**

WE ARE SUPPORTED BY THE **UNIVERSITY OF ESSEX**, THE **ECONOMIC AND SOCIAL RESEARCH COUNCIL**, AND THE **JOINT INFORMATION SYSTEMS COMMITTEE**

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1. Introduction

Access to datasets supplied by ONS to the Secure Data Service that are too detailed to be made available under the standard End User Licence (EUL), require users to complete a special set of forms. These forms require the user to provide evidence of their suitability to obtain accreditation as an approved researcher and details of their intended use of the data.

2. Special Licence – ONS Approved Researcher for access via the Secure Data Service

2.1. Accreditation as an Approved Researcher: Part 1

Suitability to access personal information: SUPPORTING EVIDENCE

* Indicates mandatory sections (See Completion Notes for further information)

1. PERSONAL DETAILS* and contact information

Name and Title	Dr John Smith
Institution/organisation	University of Essex
Position	Research Fellow
Address	Department of Social Sciences, Room 1234, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ
Telephone No	01206 123456
Email	j@essex.ac.uk
Date of Birth	10/03/1978
Nationality	British

All personal details have been entered, including contact telephone number and date of birth

2. DETAILS OF COMPLETED RESEARCH USING MICRODATA *

(see Completion Notes for a definition)

(Provide 2 examples. Alternatively, other relevant research experience may be included. If you are unable to provide examples, please refer to the Completion Notes)

Describe below (i) which data were used (ii) a broad description of statistical use of the data, (iii) your role in the project, i.e. as lead researcher or collaborator, (iv) the data owner and (v) measures taken to ensure the confidentiality and security of the data and outputs produced

	Example 1	Example 2
Research title and date	Returns to investment in human capital, August 2010 – December 2010	Alcohol consumption in young adults, January 2011 – March 2011
Personal information used	Individual micro-data from the British Household Panel Survey	Individual data from the General Household Survey
Statistical use of the data	Calculating returns to individual investment in education, based on future wage rates	Calculating average rate of alcohol consumption per individual in each government office region
Role in the research and dates	Lead researcher, August 2010 – December 2010	Assistant researcher – January 2011 – March 2011
Data owner	ISER	Office for National Statistics
Measures used for disclosure control and data security	Only descriptive statistics and regression coefficients were presented. The descriptive statistics were aggregated, and information about no individual could be inferred. The data were kept on a stand alone password protected PC, only accessible by me.	Only average rates based on 1000s of individuals were published by gov office region, for individuals aged between 18 and 25, so impossible to infer information about any single individual. Data were kept on a stand alone password protected PC, only accessible by myself and project leader.

Two examples have been included – you could also include a Masters Dissertation

3. RELEVANT PUBLICATIONS as main author or contributor

(Provide up to 3 examples, if possible)

Publication details/bibliographic reference or link
1>Returns to investment in human capital, Journal of Human Capital, Issue 1, May 2011
2. Alcohol Consumption in young adults, report for Department of Health, published June 2011
3. Pregnancy in Under 18s in the UK: cause and effect, MSc Dissertation, University of Essex

Publications have been added – even a Dissertation is relevant!

[If you are a PhD student or employed by a research organisation or public body and are not able to give examples of relevant publications that you have created in your own name, you should provide information about outputs that you have produced]

4. PREVIOUS ACCESS TO DETAILED MICRODATA *

4.1 Have you previously requested access to detailed personal information from ONS/UK Statistics Authority?

Place an **X** in the appropriate box:

Yes No

If YES, was access approved? Yes No

4.2 Have you previously been granted access to personal information as an approved researcher?

Yes No

If yes, AR project number:123456.....

5. MEMBERSHIPS and AFFILIATIONS to professional bodies/organisations

Name of professional bodies / organisation with dates
1 Member of the Royal Society of Sociologists
2 Member of the Commission into Teen Pregnancy
3 Essex University Sociology Society

....shows evidence of professional background

6. FURTHER EVIDENCE* to support your application

6.1 Please provide further information to support your application (Mandatory if unable to complete sections 2, 3 or 4).

If you wish a senior member of staff at your institution or organisation to vouch for you, please provide their contact details

PhD students should provide details of their supervisor. The supervisor should also complete their own Approved Researcher form and attach a reference for the PhD student. Please refer to the Completion Notes.

Name	
Position in organisation	
Email	
Telephone No	
Address	

If you are a PhD student, you must fill this in. Your supervisor should also apply for the SDS and complete an AR form

6.2. Any additional information which may support your application

(e.g. presentations to conferences/seminars; training, Continuous Professional Development (CPD) undertaken in the last year, etc.)

Presentation on teen pregnancy to Essex University Sociology Society, March 2009
Conference presentation about alcohol consumption at Royal Statistical Society conference, May 2011

Presentations, even departmental seminars, are worth mentioning

2.2. Accreditation as an Approved Researcher: Part 2

Suitability to access personal information: RESEARCH PROPOSAL

The applicant is required to read the Guide to Good Practice: Microdata Handling and Security before proceeding: see link (<http://www.data-archive.ac.uk/media/132701/UKDA171-SS-MicrodataHandling.pdf>)

1. PERSONAL DETAILS and contact information of applicant

Name and Title	Dr John Smith
Institution/organisation	University of Essex
Position	Research Fellow
Address	Department of Social Sciences, Room 1234, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ
Telephone No	01206 123456
Email	j@essex.ac.uk
Date of Birth	10/03/1978
Nationality	British

2. TITLE OF RESEARCH PROPOSAL

Health and Human Capital

3. DATA REQUIRED

3.1 Describe microdata

Title of dataset / Study Number(if known)
6716 General Lifestyles Survey

3.2 Required data format (SPSS, Stata, Tab-delimited or SAS)

STATA

3.3 If applying to use ONS business data, do you intend to merge two or more datasets together?

Yes No

3.4 Do you wish to bring external into the Secure Data Service?

Yes No

If yes, do you require micro-data to be matched to ONS business datasets? If requested, the SDS will discuss this service with you in further detail.

Yes No

4. PURPOSE FOR ACCESS

4.1 FULL AND DETAILED description of the purpose/s for which the microdata are requested, describing the aims of the study/research

Where research is part of a larger programme, please include details

This project will investigate whether healthier lifestyles affect human capital, such as education and skills. The project will calculate whether individuals who participate in sports or outdoor activities, have higher levels of human capital.

This is important, because human capital is very important for individual income levels. It is also important for productivity of businesses in the UK. Therefore, this work could have important policy implications – if people live a more sedentary lifestyle, then human capital will be lower, as will productivity and incomes. In effect, we'll all become poorer. If we find that a healthy lifestyle does affect education, then we would recommend that the government does something to encourage more activity, possible funding local fitness programs.

We wish to apply for the GLS because it contains lots of variables about people's health activity, as well as education, skills, and income.

Example of research project – note that the researcher has indicated how the research could benefit society (2nd paragraph)

4.2 A justification as to why access to detailed microdata is needed

Please state what other data sources have been considered and why they are not sufficient for your purposes:

Although other less confidential versions of the GLS exist, we particularly want to use the Secure Data Service version because the observations contain postcodes. We will use this information about each individual, to calculate the distance between where they live and their nearest sports facility.

We have other data that tells us the exact location of each sports centre in the UK. So we can map these data to the GLS data using postcodes, and work out how far an individual lives from a sports centre. We'll use this information to determine the probability of weekly exercise activity, and investigate the impact this has on earnings.

We can only do this work with information about postcodes – higher levels of geographic wouldn't allow us to calculate distances.

Researcher has clearly explained why they require the SDS version of this dataset, and how the SDS variables will be used to produce the analysis

4.3 Intended outputs / publications arising from the use of these data:

(for example, journal article, PhD thesis, report for government department).

We'll write a journal article, but we'll also prepare a report which we will submit to the Department of Health.

5. SITE OF ACCESS

5.1 Location: please state **where** the microdata will be remotely accessed from

Location name	Address
University of Essex	Wivenhoe Park, Colchester, Essex, CO4 3SQ

If the location is different to the organisation/institution specified in your registration details, please state in the box below the reasons and where the access will take place:

6. DURATION OF ACCESS

Allow enough time for your research and any peer review/publication of your outputs

From dd/mm/yy

To dd/mm/yy

(If it is necessary to extend the period of access, application must be made to the UK Data Archive prior to the expiry of your research project)

7. RESEARCH TEAM

Please list the names of any member(s) of your research team and a contact email address:

Name	Email address
Professor Moriarty	moriarty@essex.ac.uk

Remember to include anybody working with you, who will need to see initial results and/or work with you when using the data.

Note that each member of the team will need to apply for access.

8. FUNDING, COMMISSIONING OR SPONSORING OF RESEARCH

8.1 Funding

Is your research being funded? Yes No Not required

If Yes, has funding been obtained: YES

If Yes, which organisation/institution is funding the research

Name of organisation
ESRC

8.2 Sponsoring/commissioning

Is your research being commissioned or sponsored?

Yes

No

Not required

If Yes , which organisation/institution is sponsoring/commissioning the research

Name and Address of sponsoring/commissioning organisation
<p style="text-align: center; font-size: 2em; opacity: 0.3; transform: rotate(-30deg);">SAMPLE</p>

2.3. Declaration



Approved Researcher Access

DECLARATION

Office Use

Access to personal information as an Approved Researcher is conditional upon signing this Declaration. By signing this Declaration, you are confirming

- the accuracy of any information you provide to support your application,
- your understanding of the conditions specified below,
- you will abide by any other requirements communicated to you by the National Statistician relating to this use of potentially disclosive personal information.

DECLARATION:

I declare that the personal information provided to me shall be kept secure and confidential according to the terms of any agreements with the Office for National Statistics.

I understand that:

Personal information means information which relates to and identifies a particular person (including a body corporate). Information identifies a particular person if the identity of that person is specified in the information; can be deduced from the information itself; or can be deduced from the information taken with any other published information;

UK Statistics Authority reserves the right to scrutinise any products or publications for disclosure control purposes before publication;

I may be liable to criminal prosecution under the Statistics and Registration Service Act 2007 if I disclose this personal information to any other person without the written authority of the National Statistician or other Member of the UK Statistics Authority;

My lawful use of this information is only for the purposes of statistical research that will serve the public good as agreed in writing with the National Statistician;

I am required to bring directly to the attention of the National Statistician any matters or events that may affect my obligations under this declaration, my Approved Researcher accreditation, or any other matter in the written agreements relating to this use of personal information.

I am authorised to access this personal information only when I receive from the National Statistician or other Member of the UK Statistics Authority a written and signed confirmation, and only until the end date in that written confirmation.

We require a real signature – you can scan this page and email it to the Secure Data Service helpdesk, or use an electronic signature. The rest of the form should be emailed to us as a Word document

Signed:

Print Name:

Date: