

### ALSPAC Data User Responsibilities Agreement

Please complete **all** the following boxes:

Name:		Institution:	
Email:			
B number:		Date project approved:	
Project title:			
Project end date:		Role within project:	
Institutional information security policy link:			

The information obtained by ALSPAC has been given by the study participants on the understanding that it will be treated confidentially and anonymously. The ALSPAC Access Policy, available on the ALSPAC website, provides more detail and is referred to in the following agreement. For each point below please delete as appropriate (note that NA means 'Not Applicable') and sign the form to indicate that you will abide by the following:

1. I will not share my dataset with anyone, including other researchers except those named on the proposal form and approved by the ALSPAC executive for **this** particular project. Yes/No
2. I will only use my dataset for the approved purpose covered by the ALSPAC project B number above. I will submit an amendment if I wish to extend the scope of the project. I will not attempt to match my dataset with any other that may have been provided by ALSPAC for previous projects. Yes/No
3. I will not try to identify any study participants. I will notify ALSPAC immediately if I inadvertently identify an individual and I will not attempt to contact that individual. Yes/No
4. If my project involves potentially identifying data, I understand that the data will only be released using ALSPAC's split stage protocol. I confirm I have read and understand the procedures for this process stated in the Access Policy (see Appendix Three). Yes/No/NA
5. Prior to submission of any papers for publication, I will complete a papers checklist and submit it, along with the manuscript to the ALSPAC executive for approval. I will do this at least two weeks prior to journal submission. Yes/No
6. I will securely destroy any ALSPAC datasets when my approved project ends. Yes/No
7. I understand that the University of Bristol owns the ALSPAC resource and any derivations from it (see Appendix Five of the Access Policy). Prior to destruction I will return my dataset to ALSPAC, together with the scripts/syntax and relevant documentation required to generate derivations. The documentation will be sufficient for someone else to understand and replicate my analyses. Yes/No
8. If my dataset contains data from linked third party records, I will comply with any additional instructions as provided by ALSPAC. Yes/No/NA

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| 9. I will adhere to relevant data protection legislation, including the EU General Data Protection Regulation ( <a href="https://www.eugdpr.org/">https://www.eugdpr.org/</a> ) and UK Data Protection Bill 2018  | Yes/No |
| 10. I will notify ALSPAC in advance, if not already agreed, when any datasets are required to be transferred across any country's borders that are not within the European Economic Area (EEA)  | Yes/No |
| 11. I have read Appendix Four in the Access Policy regarding 'Information security controls' and will comply. Please note the requirements that that all hardware storage must be encrypted and kept with you at all times or be in a securely locked location.           | Yes/No |
| 12. I understand that ALSPAC will maintain a record of my contact details in order to contact me about my use of the data.  | Yes/No |
| 13. I consent to ALSPAC using my contact details in order to provide ongoing news about the ALSPAC research study in the future.  | Yes/No |
| 14. I will promptly notify ALSPAC ( <a href="mailto:alsp-infosec@bristol.ac.uk">alsp-infosec@bristol.ac.uk</a> ) about any breach of ALSPAC data or incident that may have compromised the security (i.e. confidentiality, integrity or availability) of the ALSPAC data. | Yes/No |

**Signature:** ..... **Date:**.....

Your use of ALSPAC data is controlled by the terms of a legally binding contract [or your University of Bristol contract of employment if you are a UoB employee]. Failure to abide by the above rules could result in exclusion of your institution (or yourself if you are a UoB employee) from further access to ALSPAC data and you will be subject to all appropriate sanctions, where applicable.

**Please return your completed form to your assigned data buddy**

The ALSPAC privacy notice is available at <http://www.bristol.ac.uk/alspac/participants/privacy/>