

**The Cleft Collective Confidentiality Form**

**Agreement for access to The Cleft Collective data**

Please complete all of the following boxes:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Institution |  |
| Email |  | Project Number |  |
| Project title |  | | |
| Project start date |  | Project end date |  |
| Role within project |  | | |

The information obtained in any study using Cleft Collective data is of a highly confidential nature and has been given by the study participants on the understanding that it will be treated in the strictest confidence.

Please initial each point and sign at the bottom to indicate that you will abide by these rules:

|  |  |
| --- | --- |
| 1. I will not attempt to try and identify study participants. |  |
| 1. I have read and understood and will comply with the ‘Data Access Policy for The Cleft Collective Cohort Studies’. |  |
| 1. I will not share my dataset with any researchers other than those working on this research project who have also signed a copy of this form. Nor will I attempt to match my dataset with any other provided by The Cleft Collective. |  |
| 1. I will only use the data I am provided for the purpose of the authorised research as described in the Cleft Collective proposal form associated with the project number listed above |  |
| 1. Prior to submission of any papers for publication, I will complete a ‘papers checklist’ and submit to The Cleft Collective for approval. |  |
| 1. When I submit a manuscript for approval, I will return any derived variables to The Cleft Collective together with appropriate documentation. |  |
| 1. I understand that I am required to securely destroy any datasets when my approved project ceases. |  |
| 1. I have provided a weblink to my institution’s information security policy, (please write below). I understand The Cleft Collective cannot send data until this is done.   <http://www>. |  |

Signature:……………………………………………………… Date:………………………………………………………………..

Failure to abide by these rules will result in exclusion of your institution from further access to Cleft Collective data and you will be subject to all appropriate sanctions including criminal sanctions, where applicable.

Many thanks, The Cleft Collective team (Email: [cleft-collective@bristol.ac.uk](mailto:cleft-collective@bristol.ac.uk))