**PIONEER DATA REQUEST FORM**

Please use lay language where possible

**SECTION A: THE PROJECT**

|  |  |
| --- | --- |
| **A1: Project Title**  | *(200 characters)*Click here to enter text. |
|  |  |
| **A2: Aim(s) of your project** | *(up to 200 words)*Click here to enter text. |
|  |  |
| **A3: Background and scientific rationale of the proposed project** | *(up to 300 words)*Click here to enter text. |
|  |  |
| **A4: Lay summary**A lay summary of your project in plain English, stating the aims, scientific rationale, project duration and public health impact suitable for publication to the PIONEER website. | *(up to 500 words)* Click here to enter text. |
|  |  |
| **A5: Have and will patients and the public be actively involved in your project? Would like to discuss your project with patients or members of the public?**  | *(up to 300 words)* |
|  |  |
| **A6: How will access to PIONEER data help your project and how will the data be analysed?** | *(up to 300 words)*Click here to enter text. |
|  |  |
| **A7: The type of dataset required (based on metadata catalogue and including synthetic data or please attach an excel sheet with specific data fields)** | *(up to 100 words)*Click here to enter text. |
|  |  |
| **A8: The expected value of the project to patients and the NHS**(taking into account the public interest requirement) | *(300 words)*Click here to enter text. |
|  |  |  |
| **A9: Up to 6 keywords which best summarise your proposed project** | **1.** Click here to enter text.**2.** Click here to enter text.**3.** Click here to enter text. | **4.** Click here to enter text.**5.** Click here to enter text.**6.** Click here to enter text. |
|  |  |
| **A10: The estimated duration of the project, in months** | Click here to enter text. |
|  |  |
| **A11: How will results be shared/ disseminated? Note: As a requirement of using PIONEER data, a lay summary of findings is required.** | *(up to 300 words)*Click here to enter text. |

**SECTION B: THE DATA, SETTING AND ANALYSES**

|  |  |  |
| --- | --- | --- |
| **B1: Level of data access requirement** |  |  |
| 1. Do you wish to commission PIONEER to conduct analysis for you, minimising your direct exposure to the data?
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Can you undertake the planned project using aggregate data only?
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Do you wish to request access to anonymised individual patient-level data?
 | [ ] [ ]  | YesNo |
| **B2: Selection of data-fields** |  |  |
| 1. Are you requesting standard data fields listed within the PIONEER Metadata Catalogue?
 | [ ] [ ]  | YesNo |
|  |  |
| If so, list which ones or attach excel sheet of data requirements | Click here to enter text. |
|  |  |  |
| **B3 Data environment:** |  |  |
| 1. Will you access the data solely within the PIONEER Data Safe Haven?
 | [ ] [ ]  | YesNo |
| 1. Will you require transfer of anonymised data to an alternative secure environment in order to achieve the project aims?
 | [ ] [ ]  | YesNo |
|  |  |
| 1. If yes, then
2. What are the reasons that this transfer is required?

Please note, data transfer will require proof of the security of the environment against national/ international standards | Click here to enter text. |
|  |  |
| 1. Which legal entity(s) will be receiving the data? *Nb. Sub-licencing is subject to approval from the provider.*
 | Click here to enter text. |
| Data Security Standards**NB. PIONEER may not transfer data where these criteria are not met. All sub licencing must also meet these criteria.** |
| 1. Are the standards of transfer ISO27000 series compliant?
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Does the alternative Data Environment satisfy all requirements of:
 |  |  |
| * 1. ISO27001
 | [ ] [ ]  | YesNo |
|  |  |  |
| * 1. NHS Data Security and Protection Toolkit
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Have all researchers received adequate training in the use, care, protection and handling of Personal Data that enables them and the Recipient to comply with their responsibilities under the Data Protection Legislation[[1]](#footnote-1)
 | [ ] [ ]  | YesNo |
|  |  |  |
| **B4: Statistical analysis** |  |  |
| 1. What forms of statistical analysis are planned?
 | (up to 300 words)Click here to enter text. |
|  |  |
| 1. How is it intended that this will be presented in the final output?
 | (up to 100 words)Click here to enter text. |
|  |  |
| 1. What is the smallest cell value that is likely to be generated by this analysis, and how will this be managed to avoid disclosure?
 | (up to 100 words)Click here to enter text. |
|  |  |  |
| **B5: Machine learning** |  |  |
| 1. Will the data be subject to any machine learning (ML) techniques?
 | [ ] [ ]  | YesNo |
|  |  |  |
| If yes, please specify:1. Type of ML technique(s)
 | Click here to enter text. |
|  |  |  |
| 1. Is the PIONEER data for:
2. Algorithm generation and training
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Internal validation
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. External validation
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Other – please specify
 | Click here to enter text. |
|  |  |  |
| **B6: Ethical approvals** |  |  |
| 1. Do you seek for your project to be approved under the generic favourable ethical opinion of the PIONEER Research Database
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Do you seek for your data access request to be considered under your own pre-existing ethical approval?

(Please attach all relevant documents). | [ ] [ ]  | YesNo |

**SECTION C: THE APPLICANT**

|  |  |
| --- | --- |
| **C1: Lead Applicant** |  |
| 1. Name
 | Click here to enter text. |
| 1. Email address
 | Click here to enter text. |
| 1. Current position
 | Click here to enter text. |
| 1. Organisation
 | Click here to enter text. |
| 1. Specific role(s) in the project
 | Click here to enter text. |
|  |  |
| **C2: Evidence of Lead applicant’s expertise and experience relevant to delivering the project including:** |  |
| 1. Relevant publications (up to 5 most relevant)
 | Click here to enter text. |
| 1. Other relevant outputs
 | Click here to enter text. |
|  |  |
| **C3 Sponsoring/ Lead organisation** |  |
| 1. Name
 | Click here to enter text. |
| 1. Legal name (if different; to appear on any legal documents)
 | Click here to enter text. |
| 1. Sector
 | Click here to enter text. |
| 1. Size of Organisation
 | Click here to enter text. |
|  |  |
| **C4: Co-applicants** |  |
| 1. Name
 | Click here to enter text. |
| 1. Current position
 | Click here to enter text. |
| 1. Their Institutions
 | Click here to enter text. |
|  |  |
| **C5: Other significant project team members** |  |
| 1. Name
 | Click here to enter text. |
| 1. Current position
 | Click here to enter text. |
| 1. Their Organisation
 | Click here to enter text. |
| 1. Specific role(s) in the project
 | Click here to enter text. |
|  |  |
| **C7: Contracts Lead in Organisation** |  |
| 1. Name
 | Click here to enter text. |
| 1. Email address
 | Click here to enter text. |
| 1. Preferred telephone contact number
 | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Internal Use only |  |  |  |
| Log number: |  |  |  |
| Data request received: |  | **Time:** |  |
| Sub-licencing approved:  |  |  |  |

**Appendix 1:** Minimum Training Requirements for access to psuedonymised data:

1. Read:
	1. The National Data Guardian (NDG) Standards for Healthcare data
	2. The Data Security Standard Overall Guide - (DSP) Toolkit, www.dsptoolkit.nhs.uk
	3. NDG review: [Review of Data Security, Consent and Opt-Outsassets.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/535024/data-security-review.PDF) (<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/535024/data-security-review.PDF>)
2. Take the Data Security and Awareness Training offered by e-Learning for Healthcare <https://www.e-lfh.org.uk/programmes/data-security-awareness/>
	* + - 1. Host Institution’s GDPR training / Health Specific IG training.
1. See appendix for minimum training requirements [↑](#footnote-ref-1)