

Confidentiality Form



**MRC National Survey of Health and Development
MRC Unit for Lifelong Health and Ageing at UCL
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Confidentiality of Data for External Users

The MRC Unit for Lifelong Health and Ageing at UCL (LHA) runs the MRC National Survey of Health and Development (NSHD) which comprises personal information pertaining to study members provided under strict confidence to the NSHD research team. The details being made available to you either in data form or digital copies from the original forms must be treated in strict confidence. Your University has signed a legal agreement with UCL regarding your access to the data. The main conditions are presented below to ensure that confidentiality can be maintained.

- 1 The LHA must approve data access for all individuals. You may not allow data files or descriptions of the data to be accessible by anyone not mentioned in the legal agreement.
- 2 The LHA must check the draft of any article or other output before submission to ensure that study members cannot be identified and to correct any misleading information that could damage the reputation of NSHD.
- 3 All NSHD data files must be stored according to the provisions of the LHA Research Information Governance Policy (summary attached). This specifically prohibits the use of unencrypted portable digital storage devices. Any loss or disclosure of NSHD data must be reported within 24 hours to the LHA Director (n.chaturvedi@ucl.ac.uk) or LHA Head of Data Services (p.curran@ucl.ac.uk)
- 4 When the research project is complete or a paper in press, we expect to receive all the derived variables created using NSHD data with the associated coding and description files. The LHA will retain a copy of the data and documentation provided to you, and will archive any derivations or special coding made by you. We can resupply should you wish to resume research on the data following approval for a subsequent project.
- 5 From time to time we will ask you to confirm the status of your project.
- 6 The original respondent identifiers are excluded from the data set supplied to you. However, where it is necessary to obtain details from forms or other data for individual members, we can provide the identifiers for specific records to allow information to be retrieved and linked. Such identifiers can only be kept on our premises and must remain in complete confidence.
- 7 The LHA Director must be informed of papers in press and sent a full reference when the paper is published. Publications using NSHD data are expected to be open access; an explanation is required if this is not possible.

Please sign below and complete contact details:

I agree to the conditions above for use and access to the MRC NSHD data and details from forms.

Signature Date

Contact Details:

First name: _____

Surname: _____

Address: _____

Post Code: _____

City: _____

Tel: _____

Email: _____