Guide to SESLHD Data Custodian request

SESLHD Guide to Data custodian request Template

REGIS PID Ref.No	The REGIS registration number
CPI	Coordinating Principal Investigator
REGIS SSA Ref.No	Site specific application's REGIS reference number
PI/s	Please state all PIs and sites within SESLHD on this study
Mobile Contact No	Landline numbers will not be accepted
Email address:	please use an institutional email address
Study title	Please state the complete title name
Summary of study	Briefly outline the aim/objective/methodology or design. If HREC approval has been obtained please provide the HREC LHD and date of approval
Sponsor	Please state the name of the SESLHD/tertiary institute or commercial entity etc
Funding	Please state the name of the source providing funding through i.e.: grant/cost centre (including hours in kind) or tertiary/research institute etc
If Collaborative, partners involved	Please clearly list in detail all key policy and practice stakeholders relevant to this request
Data will be accessed and secured by	Please list clearly in detail the person/s name – employment role/ title – dept, that will be accessing the data. Clearly state their role in relation to the said data - both within SESLHD and once it is transferred externally.
Storage duration	Please state how long you expect to retain the files. Please refer to: https://www.records.nsw.gov.au/node/539 8.1.1 Records relating to the conduct of clinical research- including records or documentation relating to: • the recruitment and consent of research participants data/records/information access requests • approvals • the collection and analysis of data • preliminary findings • surveys • reporting and results = retain a minimum of 15 years after the date of publication or completion of the research or termination of the study, then destroy. 8.1.2 Records relating to the conduct of: • Non clinical research, or • Research not involving humans

	Including records of associated consents or data/information access requests and approvals, the collection and analysis of data, conduct of surveys, reports of findings or results. = retain minimum of 5 years and after date of publication or completed of research or termination of the study, then destroy.
Storage Platform	Please state concisely the storage platform from which the data being exported will be held for the duration of the study.
Data being transferred from	From where exactly is the data being transferred from within SESLHD – please clearly state the particular database/s or platform/s
Data being transferred to	Please state exactly the name and detail of the destination of the data being exported to
Status of data leaving SESLHD	Please page 1 of this guide for definitions. If relevant to deidentification – please state the process of de-identification. Clearly provide the name of person/s who will be holding the key to the codes and how that will be secured.
Number of files	(self explanatory)
Supporting documents	The protocol will need to be attached. Please ensure that you have the correct version and date in the title and matching footer. Please include the data dictionary of what data will be collected and exported from SESLHD.
Key issues / further information	
*the contact person /author of the brief	Please note the author of the brief should be the PI or CPI. The brief will be returned directly to the author on approval from the data custodian.
Confidentially undertaking letter	Please ensure that the Principal investigator (who is responsible for the conduct of the study within SESLHD) signs the letter. If there are more than one – please state all PIs and sites within SESLHD that are in this study. Please ensure that all PIs sign the *confidentiality undertaking letter* prior to submission.