

Checklist and policy on access to unit record data for UNSW collaborators

The NSW Injury Risk Management Research Centre is funded by the NSW Department of Health, the Roads and Traffic Authority and the Motor Accidents Authority. The Centre has access to the datasets owned by its funding agencies that are relevant to injury prevention. Details of the datasets may be found at the IRMRC's website, <http://www.irmrc.unsw.edu.au>. IRMRC collaborators who are staff of UNSW can apply for access to these datasets for collaborative research using the following process. Please note that access to linked datasets that are held by the IRMRC will not be possible for UNSW collaborators.

Below is a summary of the steps that need to be taken by UNSW collaborators of the IRMRC to obtain access to datasets held by the IRMRC. Final approval will be granted after all of the following steps are met:

- Potential collaborators should submit a research proposal (1 A4 page maximum) outlining the project's aims and significance to the Chair of the Quarterly Review Committee (QRC) of the IRMRC. The proposal should also contain an attachment that outlines the following information:
 - Name of the dataset(s) requested;
 - Fields of the datasets to be requested, including a brief outline of the justification for each field to be requested; and
 - Evidence of IRMRC involvement in the project and the nature of the collaboration, including a letter of support from the IRMRC collaborator.
 - Names of all people who will have access to the data, their positions and role in the project.
- Obtain ethics approval from the UNSW HREC or relevant Human Ethics Panel.
- Write to the agency [details overleaf] that owns the dataset to obtain approval for access to the dataset. A copy of the request should be sent to the Chair of the QRC. If approved, the data owner would contact the IRMRC authorising release of the data. Each of the data owners will require IRMRC collaborators to sign a confidentiality agreement.
- Collaborators must write to the Chair of the Quarterly Review Committee stating that they have read and agree to abide by:
 - the IRMRC Publication guidelines;
 - the IRMRC Data confidentiality and privacy policy; and
 - the IRMRC Code of Conduct.These documents are available on the IRMRC website. In addition, a signed and dated copy of each of these documents will need to be sent to the Chair of the QRC.
- Collaborators will need to provide funds to cover the costs of the IRMRC in extracting data.
- After all of the above has been achieved, a letter of approval from the Director of the IRMRC will need to be supplied to the Chair of the QRC for release of data

Contact details for funding agencies

➤ NSW Department of Health

Deputy-Director General Population Health and Chief Health Officer
NSW Department of Health
LMB 961
North Sydney 2059

➤ Roads and Traffic Authority

Chief Executive Officer
Roads and Traffic Authority
P.O. Box K198
Haymarket 1238

➤ Motor Accidents Authority

General Manager
Motor Accidents Authority
Level 22
580 George Street
Sydney 2000

Contact details for IRMRC

➤ Quarterly Review Committee

Dr Andrew Hayen
NSW Injury Risk Management Research Centre
UNSW Sydney 2052
Email: a.hayen@unsw.edu.au
Telephone: 02 9385 4404

➤ Director of the IRMRC

Professor Caroline Finch
NSW Injury Risk Management Research Centre
UNSW Sydney 2052
Email: c.finch@unsw.edu.au
Telephone: 02 9385 5361

Checklist for access to datasets held by the IRMRC

Step 1: Submit research proposal to Chair of the Quarterly Review Committee of the IRMRC

The request must include:

The name of the dataset(s) requested.

A list of the fields of the datasets to be requested, including a brief outline of the justification for each field to be requested

Evidence of IRMRC involvement in the project and the nature of the collaboration, including a letter of support from the IRMRC collaborator.

Names of all people who will have access to the data, and details of their positions and role in the project.

Step 2 Ethics approval

A copy of ethics approval obtained from UNSW HREC or appropriate panel should be sent to the Chair of the QRC

Step 3 Approval from data custodian

A copy of permission to access dataset from data custodian should be sent to the Chair of the QRC

Step 4 IRMRC publication and confidentiality agreements

Signed copies of IRMRC publication guidelines, data confidentiality and code of conduct agreements should be sent to the Chair of the QRC.

Step 5 Approval from Director of IRMRC

A letter of approval from the Director of IRMRC should be provided to the Chair of the QRC.

Step 6 Cost recovery for data extraction

Reimburse the IRMRC for the cost of data extraction