



UK LLC Data User Responsibilities Agreement (DURA)

Your use of data in the UK LLC TRE is controlled by the terms of a legally binding Data Access Agreement. Failure to abide by the declarations listed below and the [UK LLC Data Access and Acceptable Use Policy](#) could result in exclusion of your organisation from the UK LLC TRE and you will be subject to all appropriate sanctions.

The declarations listed below are the conditions under which YOU agree to access the UK LLC TRE.

- I will only access the UK LLC TRE from the UK using a machine owned or approved by my institute. I am aware of my institute's Information Security Policy and my working practices will conform to this. I will adhere to all relevant data protection legislation, including the UK General Data Protection Regulation (2016) and the UK Data Protection Act (2018).
- I have completed (or I will complete) the Office for National Statistics (ONS) Safe Researcher Training or equivalent training and I hold (or I will hold) Accredited Researcher (AR) status before I access the UK LLC TRE. I understand that if my ONS AR status expires, my access to the UK LLC TRE will be terminated.
- I understand that I cannot remove any data directly from the UK LLC TRE. Even small outputs, such as a single number that could easily be remembered or written down MUST be requested via the UK LLC 'data out' process (see [UK LLC Output Review Policy](#)). This ensures that all outputs are documented and that UK LLC is confident that my output is safe.
- I will not take any screenshots of data in the UK LLC TRE (e.g. using a phone or snipping tool).
- I will ensure that my display screen is not overlooked by unauthorised persons when accessing the UK LLC TRE and I will lock my computer when I leave it unattended. I will only share information I access through the UK LLC TRE with the other researchers named on my project. If I want to share findings with other colleagues, I will use the UK LLC 'data out' process (see [UK LLC Output Review Policy](#)).
- I will not try to identify any study participants. I will notify UK LLC immediately (support@ukllc.ac.uk) if I inadvertently identify a study participant and I will not attempt to contact any study participants.
- I will only use the data provisioned to me for the purpose covered by the named UK LLC approved project. I will only use data accessed through the UK LLC TRE for genuine research for public good and I will not use the data for profit-making purposes. I will contact the Applications Team (access@ukllc.ac.uk) for advice if I have any concerns regarding the permitted scope of my project. I will not attempt to match the provisioned data with any other datasets.
- I will promptly notify UK LLC (support@ukllc.ac.uk) about any breach of data in the UK LLC TRE or incident that may have compromised the security (i.e. confidentiality, integrity or availability) of the data.
- I agree to make my project workings (including syntax/scripts, code lists and other relevant documentation) accessible to future users. My documentation will be sufficient for future users

to understand and replicate my analyses (see [UK LLC Reproducible and Reusable Research Policy](#)).

- I will not bring into disrepute UK LLC or its parent organisations and collaborators.
- I understand that UK LLC may check that my analyses in the UK LLC TRE fall within the scope of my project and comply with my project's specific terms and conditions (see [UK LLC Audit Policy](#)).
- Prior to submission of any papers (and similar outputs such as reports and books) for publication, I will complete the UK LLC Publication Checklist (see [UK LLC Publication Policy](#)) and submit it, along with the manuscript to access@ukllc.ac.uk for approval. I will do this at least two weeks prior to submission.
- I understand that UK LLC maintains a public [Data Use Register](#) of who is using what data for which purposes and that some of this information will also be made public via UK LLC social media channels and documentation/data discovery infrastructure, such as [GitHub](#). When requested, UK LLC will also provide this information to data owners (e.g. the NHS) who may in turn make it available via their public channels.

As a **student**, you must accept the following additional terms:

- I understand that I must have regular meetings with my supervisor, so that they have an opportunity to check my progress and to ensure that I am following all rules related to working in the UK LLC TRE (see [Rules for researchers](#)).
- I understand that I should ask my supervisor(s) (named on my UK LLC project) to review my analytical outputs before I submit them through the UK LLC 'data out' process (see [UK LLC Output Review Policy](#)). This is to give my supervisor(s) the opportunity to review my analyses to minimise the number of file out requests.
- I understand that I should attend as many online user group meetings as I can so that I stay in touch with the UK LLC Data Team and learn from other researchers working in the UK LLC TRE.
- I understand that there will be repercussions if UK LLC determines that I have breached any rules when working in the UK LLC TRE. UK LLC will notify my supervisor(s) and depending on the seriousness or if this is a repeat occurrence, my access may be suspended or terminated.

As a **supervisor of a student**, you must accept the following additional terms:

- I understand that I must have regular meetings with my student so that I can check their progress and ensure that they are following all rules related to working in the UK LLC TRE (see [Rules for researchers](#)).
- I understand that I should review my student's analytical outputs before they submit them through the UK LLC 'data out' process. This is to minimise the number of file out requests (see [UK LLC Output Review Policy](#)).
- I understand that my student should attend as many online user group meetings as they can so that they stay in touch with the UK LLC Data Team and learn from other researchers working in the UK LLC TRE.
- I understand that there will be repercussions if UK LLC determines that my student has breached any rules when working in the UK LLC TRE. UK LLC will notify me and depending on the

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seriousness or if this is a repeat occurrence, both their access and my access may be suspended or terminated.

- I understand that if UK LLC informs me that my student has breached a rule, I must provide written assurance that I have discussed this with them and explained how they can prevent it from happening again.
- To help UK LLC improve its support for students working in the TRE, I agree to inform UK LLC of any weaknesses in UK LLC processes that I identify when supervising my student.