LSC Data Sharing Protocol v4 Completion Guidance

This document covers a few of the more common reasons that Data Sharing Protocols are rejected when arriving at the LSC. It is not intended to replace the guidance contained within the protocol document itself, but highlight areas that may need double checking prior to posting. This should help ensure that the completed protocol arrives with us with fewer queries, resulting in a reduced chance of being rejected, and a reduced likelihood of delays.

Section 13 - Appendix C – Request for Data from the Learning and Skills Council

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is matching proposed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is multiple use requested (for up to 1 year)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you planning to contact the data subjects?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will you delete the data?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All of the 3 Yes/No rows above need to be either circled or crossed-out as appropriate, and an approximate date of deletion must be included on the bottom row. Whilst this date is not necessarily always known, it does need to be as accurate as possible. We will accept Aug '07 for example, but reject late 2007. If the data is to be retained for more than 12 months, you do need to outline and support reasons for retaining the data for this duration.

<table>
<thead>
<tr>
<th>Format (choose 1 format only)</th>
<th>DBF</th>
<th>SPSS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Please mark either of the formats. These are the only 2 formats we will supply data in.

Section 4 – Purpose

This section needs to be completed in reasonable detail. Where data matching is proposed and/or data subjects will be contacted, this needs to be explained in more detail as the LSC needs to agree this activity.

Section 5 – Fields

<table>
<thead>
<tr>
<th>Field Number / Name (e.g. L01)</th>
<th>Description (This is used as a double check to ensure you receive the field you require, e.g. Provider Code)</th>
<th>Why is this field necessary?</th>
</tr>
</thead>
</table>

This section applies when name/address/phone number or sensitive details have been requested. The data fields required should be explicitly listed here along with the reason that each field is required.
Section 6 – Compliance

Every line in this section must be fully completed, paying particular attention to the following parts in red:

Signed

Date

Name

Position

Organisation

Address

Telephone

Email address

Data Protection Registration No.

Renewal date for Data Protection Registration

Your registration should be over one month from expiry to enable compliance with this protocol.

Names of your colleagues who will be authorised to use the data:

If you are already in contact with the LSC regarding this data request, please provide the name and office location of the individual(s). This will enable us to deal with your request more efficiently.

If the address on the data protection registration does not match the postal address given above, we may ask you to confirm that the data protection registration number does in fact cover you.

There are many different Purposes possible within each data protection registration, and we require either Research and/or Education to be present in your registration for you to be sufficiently covered to allow you to receive LSC learner data.

Purpose 6

Research

Purpose Description:

Research in any field, including market, health, lifestyle, scientific or technical research.

The above checklist is not exhaustive, but a few pointers regarding the most common reasons for rejection of a data sharing protocol. Adherence to the above does not necessarily constitute a successful application for data.

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