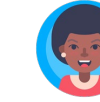# Data Request Process

Data requestor could refer to an individual researcher or an organization requesting data.

Application Status

People

CDO | Data Requestor | Director | Data Trust Advisory Board | Data Concierge Team | Governance | Tech Team

INSIGHT Metadata catalogue INSIGHT Datasets

Data Requestor identifies INSIGHT datasets of interest and contacts INSIGHT Data Custodian (Concierge Team) who scope out the requirements and costs.

Data Requestor completes and submits the data request application based on the outcomes from the pre-submission enquiry stage.

Data Concierge Team undertake a completeness check, ensuring all required information has been provided and begin the application review.

Pre-submission enquiry 1

Application submission 2

Submitted

Workflow assigned 3

- A legal contract is negotiated, agreed and executed by both parties.
- If the contract is not signed or no response is received from the Data Requestor for 60 calendar days, the contract will be considered to have expired.

Final decision on the application is made by the INSIGHT Director. The application is either:
- 'Approved' and it progresses.
- 'Rejected' & the process ends here.

A Data Trust Advisory Board (DataTAB) evaluation is undertaken and advice provided.

- Non-technical, Technical, Legal and Governance Screening of the request is carried out.
- A request can be made for additional information from the Data Requestor at any point in the Screening stage.

In review

Approved (with or without conditions) **or rejected**

6 **Final decision**

5 **DataTAB evaluation**

4 **Screening**

7 **Data sharing or licensing agreement**

Contract signed

In parallel with the Data Sharing/ Licencing Agreement:
- Tech Team prepare sample anonymised data for user testing.
- Tech Team perform final anonymised data extract.
- **Note:** Tech Team may be involved earlier in the process, in parallel with screening, depending on the confidence that request will be approved and contract executed, based on enquiry stage conversations.

An invoice is issued and Data Requestor makes the payment based on agreed contractual terms.

Data transferred through agreed data distribution means.

Technical data prep 8

Invoicing funds 9

Data release 10

INSIGHT Data made available to requestor