



UK Longitudinal Linkage Collaboration

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UK Longitudinal Linkage Collaboration (UK LLC)

PROJECT AMENDMENT POLICY

PUBLIC

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1. INTRODUCTION

1.1 Background

The UK Longitudinal Linkage Collaboration (UK LLC) organisation is led by the University of Bristol (UoB) and University of Edinburgh (UoE) and operated in collaboration with Swansea University, University of Leicester and UCL. The UK LLC manages the collation, curation and access to deidentified data about Longitudinal Population Study (LPS) participants held in the UK LLC Trusted Research Environment (TRE).

Researchers based at UK research organisations can apply to access data in the UK LLC TRE to conduct public good research. Please see the [UK LLC Data Access and Acceptable Use Policy](#) for full details of the application process.

1.2 Purpose

This policy sets out UK LLC's process for considering and managing requests for amendments to approved projects. **Amendments are defined as any change requested to a project after data have been provisioned in the UK LLC TRE.** All amendments should be requested following the process described within this policy.

- Researchers should make every effort to **reduce the number of amendments required**, by ensuring that all known project requirements are included within their original application and that a reasonable time period is agreed for the completion of the project.
- Researchers must only use the provided data **for the aims of the approved purpose**.
- Substantial changes to **research questions** should be submitted as a **new application**.

This policy will be reviewed to respond to any changes in the UK LLC risk assessment or risk treatment plan and at least annually.

2. SCOPE

This policy applies to all approved researchers working on approved projects within the UK LLC TRE who wish to make an amendment to their project that falls into one of the following **five categories**:

1. **Requesting new data.**
2. **Adding/removing a researcher.**
3. **Moving organisation.**
4. **Extending TRE access period.**
5. **Changing research question.**

3. ABBREVIATIONS

DAA	Data Access Agreement
DAC	Data Access Committee
DURA	Data User Responsibilities Agreement
LPS	Longitudinal Population Study
TRE	Trusted Research Environment
UK LLC	UK Longitudinal Linkage Collaboration
UoB	University of Bristol
UoE	University of Edinburgh

4. ROLES AND RESPONSIBILITIES

Who	What & Why
UK LLC Applications Team (UoE)	Manages the project amendment process and hands over approved amendments to the Data Team. Processes DAAs and DURAs. Sends updates of amendments to LPS and UK Statistics Authority, where required.
UK LLC Data Team (UoB)	Manages TRE access permissions and provisioning of data.
UK LLC Deputy Director (UoE)	Manages Applications Team. Chairs UK LLC Linked Data Review Panel and is responsible for final decisions on amendments to projects requesting new linked data and/or changes to the research question.
UK LLC Communications and Engagement Officer (UoE)	Updates UK LLC Data Use Register .
UK LLC Director (UoB)	Senior Information Risk Owner (SIRO) for UK LLC and legal signatory on DAAs on behalf of UoB.
LPS	Review new data requests where required.

5. PROJECT AMENDMENTS

5.1 How to apply for an amendment

- Download the appropriate amendment form from the [Resources for Researchers SharePoint](#), which is accessible to all active researchers in the UK LLC TRE
- Complete the form fully, following the instructions detailed on each form
- Email the completed form to the UK LLC Applications Team: access@ukllc.ac.uk (**Note: emails about an amendment must come either from the principal investigator of the project or the PI must be copied in**)

5.2 Processing amendments

- Requests for amendments to projects are reviewed internally by the UK LLC Applications Team. For the 'Requesting new data amendment', input may also be sought from the UK LLC Linked Data Review Panel and individual LPS Data Access Committees (DACs), depending on the nature of the data amendment (see section 5.2.1)
- UK LLC informs the LPS of all amendments to projects that involve their data
- UK LLC informs the UK Statistics Authority (statutory accreditor of processors of administrative data, which includes UK LLC) of amendments to any projects that use Digital Economy Act as their legal gateway
- UK LLC maintains a full audit trail of each requested amendment
- Each approved amendment is indicated by an increment to the letter appended to the project reference number, e.g. llc_0006_a is the original approved application for project llc_0006 and llc_0006_b is the first approved amendment
- UK LLC aims to process amendments as promptly as possible, but the approval process can vary in time depending on the type of amendment and the associated due diligence requirements
- Specific information about each type of amendment is detailed in the five sub-sections below.

5.2.1 Requesting new data amendment

- There are **three types** of new data amendments:
 1. Additional data from a **previously approved LPS**
 - a) **Standard** sensitivity data
 - b) **Elevated** sensitivity data (as determined by the source LPS)
 - c) **Returned** (derived) data.
 2. Data from a **new LPS**.
 3. Additional **linked data** – this includes returned (derived) data.
- UK LLC checks that the request for new data falls within the scope of the approved project
- If the request falls outside the scope, the research team is invited to submit a new application
- The level of review depends on the type of request – see table below:

Type of Data Amendment	Level of Review
1a. Additional data from a previously approved LPS – standard sensitivity	UK LLC Internal Review
1b. Additional data from a previously approved LPS – elevated sensitivity	LPS DACs
1c. Additional data from a previously approved LPS – returned (derived)	LPS DACs
2a. Data from a new LPS	LPS DACs
2b. Data from a new LPS and linked data	LPS DACs & UK LLC Linked Data Review Panel
3. Additional linked dataset or returned (derived) linked variables	LPS DACs & UK LLC Linked Data Review Panel

5.2.2 Adding/removing a researcher

5.2.2.1 Adding a researcher

- UK LLC does not need to be notified about new collaborators on a project who will **NOT** access the TRE
- UK LLC Applications Team checks the suitability of a new researcher and their research organisation, including their Accredited Researcher status
- If the researcher is from an organisation already involved in the project, the new researcher need only complete a UK LLC Data User Responsibilities Agreement (DURA), but if they come from a new organisation, a Data Access Agreement (DAA) between their organisation and the UoB will need to be implemented.

5.2.2.2 Removing a researcher

- UK LLC must be notified when a researcher leaves a project so that their access to the UK LLC TRE can be terminated.

5.2.3 Moving organisation

- UK LLC Applications Team checks the suitability of the new organisation, including its information security credentials
- If the researcher moves to an organisation not yet covered by a DAA for the project, a new DAA will be required
- The researcher will need to complete a new DURA.

5.2.4 Extending TRE access period

- UK LLC Applications Team assesses whether the extension request is reasonable and realistic, and whether the Accredited Researcher status of each researcher surpasses the new project end date
- For researchers whose Accredited Researcher status falls short, extension to the TRE is set to the expiry date of their status. Researchers are sent reminders at 90 days, 25 days and 24 hours that their access to the TRE will be terminated unless they can evidence the renewal of their Accredited Researcher status.

5.2.5 Changing research question

- UK LLC Applications Team assesses whether the research question falls within the scope of the original approved application
- If the research question would require a new lay summary, the researchers are invited to submit a new application.

6. RELATED DOCUMENTS

- [POL-ISM-001 UK LLC Information Security Policy](#)
- [POL-ISM-003 UK LLC Data Access and Acceptable Use Policy](#)
- SOP-APP-010 Process for Researchers to Apply to Amend their Projects.