Forskningsservice   **Date**
Opgave nr. 70xxxx/SBV

(CIRRAU project database 703373)

Request for project approval

Authorized institution

The research institute/university department at which the project is managed and who is liable to be held accountable to Statistics Denmark for authorized users' compliance with legislation and regulations regarding research based on personally sensitive data

Project title

xxxx

(Data for this project are retrieved from project database 703373-4 – 'Projektdatabase NCRR/CIRRAU - Predictors and outcomes related to somatic and mental disorders, causes of death, social status and socioeconomic factors')

Project description

A short description of the project (a couple of paragraphs) including the main aims. Please state the file number for your permission from the Danish Data Protection Agency. [*16.06.16: The overall permission for register-based research at Aarhus University has file no. 2015-57-0002. Insert link to the notification at:*
https://anmeld.datatilsynet.dk/frontend/fortegnelse/vis.off.asp?pub=yes&myid=96192&myjour=2015-57-0002&journal=2015%2D57%2D0002&anmelder=&ord). *If you need data from the Register of Medicinal Product Statistics, SDS needs to approve the request, as well. They want a project description that is a little longer and contains references. It should be clear from the description that the project outcomes will benefit society and it should be explained why it is necessary to link medicinal product data to other data from e.g. Statistics Denmark to achieve the scientific goals of the project*]

Population

A population description that is sufficiently detailed that CIRRAU data manager Malene or Allan will know exactly which persons need to be included. You should also state who defines the population (do the researchers provide a list of persons included, or has Malene/Allan agreed to define the population for you?). I you ask for 100% of a population, you need to provide convincing arguments to receive it. This is also the case when you ask for all persons within a certain category, e.g. everyone between the ages of 15 and 115.

Registers and variables

Give an overview of the registers from which your data originate and enclose lists of specific variables needed for your study. Make sure to specify which variables are needed for which population (if, e.g., you have a study population and an additional population of family members). In case you wish to include data from empirical

studies or data from public institutions apart from Sundhedsdatastyrelsen and Statistics Denmark, describe the data in detail and state that you will provide them on a CD-rom / on a memory stick / via upload to Statistics Denmark.

If you need to copy data from a different server at Statistics Denmark, you need to inform AU (instead of the Danish Data Protection Agency) that you will receive the data. In turn, the person responsible for transferring the data to you needs permission for this. In the project request, state clearly the name and location of the raw data file you need. Statistics Denmark will charge your project for the data handling, and they need documentation that the data transfer has been approved.

If you want to include health-related data, Statistics Denmark requires an enclosed copy of your permission from Sundhedsdatastyrelsen. If you wish to include data from the Register of Medicinal Product Statistics, you need to apply for them from Sundhedsdatastyrelsen via Statistics Denmark (the project request will have to include a bit of extra information as explained in this guide, and you will have a 2-in-1 application).

Project duration

Statistics Denmark needs to know for how long you will use the data. If you have permission from the Danish Data Protection Agency, the end date for your permission is stated in their letter to you. If you notified AU, the expiry date in the notification is the latest possible end date. Unless you apply for extension, the data will be deleted after this date.

Authorized researchers

Name, institution, email address, mobile phone number, IDENT from Statistics Demark

FSE, den

Godkendt til ekstern adgang

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Ivan Thaulow

PLEASE SET UP YOUR ENCLOSED VARIABLE LISTS FOLLOWING THE FORMAT IN THE FILE "CIRRAU_DSTrequests_varlists" that you may find on the CIRRAU homepage under Project setup.

This enables a quick overview for the people at Statistics Denmark processing your request and data managers at CIRRAU, Malene and Allan, who set up your data and later updates based on these lists.