



Honest Broker Service Researcher Guidelines

The Honest Broker Service provides anonymised or aggregated data from the Regional Data Warehouse, held within Business Services Organisation (BSO), to researchers for approved health and social care related research. Data can only be accessed via the HBS secure research environment (or 'safe haven') which is based in BSO in Franklin Street, Belfast or remotely via the UK Secure e-Research Platform (SeRP). Guidelines for the use of these facilities are outlined below.

Safe Haven at Franklin Street, Belfast

Booking

- **Do** book visits to the safe haven in advance, giving at least one day's notice, by email or telephone.
- **Do not** arrive at the safe haven without the prior authorisation of the HBS.

Security Issues

- **Do** lock your PC when leaving the desk ('windows' key + L) and log off when you have finished your session.
- **Do** ensure any files which you wish to have transferred into your folder on the Honest Broker Service (HBS) network are emailed to the HBS mailbox one working day prior to visiting the safe haven.
- **Do not** take personal belongings into the safe haven. These should be stored in the designated area.
- **Do not** use electronic/optical media in the safe haven: this includes, but is not limited to, laptops, mobile phones and digital photographic equipment.
- **Do not** use portable data storage devices such as USB drives or CDs within the safe haven: all such facilities have been disabled on HBS PCs.
- **Do not** write on any paper other than the paper provided within the safe haven.
- **Do not** take any written notes out of the safe haven without the approval of HBS staff.
- **Do not** share your project username and password with other users (even those working on the same project).

Clearance of Outputs

- **Do** consider whether outputs are required outside the HBS safe haven (note: current practice allows for a maximum of five working days for clearance of all safe haven outputs).
- **Do** clearly signpost on the HBS Safe Haven Output Request form which files are to be checked and transferred.
- **Do** ensure any potentially disclosive information is removed prior to submitting outputs for clearance, any outputs containing cell counts less than 10 or statistics based on cell counts less than 10 will be rejected (please refer to the HBS Disclosure and Publication Policy).
- **Do** ensure that any draft reports, papers, presentations etc. are submitted to honestbrokerservice@hscni.net with a HBS Final Output Clearance Form for clearance.

- **Do** ensure that all data sources, the HBS and methodology are described correctly and approved acknowledgements are included within the final output. Guidance is provided within the HBS Final Output Clearance Form. (Note: current practice allows for a maximum of 20 working days for clearance of all final outputs, with the exception of conference/journal abstracts for which five working days are required).
- **Do** inform the HBS when papers have been published or when a presentation has been delivered to allow outputs to be listed on the HBS website.

UK Secure e-Research Platform (UK SeRP)

Security Issues

- **Do not** share your project username, password or QR code with other users (even those working on the same project). These must be kept safe at all times.
- **Do** lock your PC when leaving your desk and log off from the UK SeRP when you have finished your session.
- **Do not** attempt to record data outside of the portal, including but not limited to, writing on paper, using a mobile phone or other photographic equipment.
- **Do** ensure your screen is not visible to any unauthorised persons including members of your team who haven't registered with UK SeRP or anyone outside of your project team.
- **Do** not make physical notes whilst accessing the UK SeRP platform and electronic notes must be cleared by HBS.
- **Do** ensure any files which you wish to have transferred into the UK SeRP are uploaded as soon as possible to allow time for approval by HBS staff. [Request Files In - Gateway \(ukserp.ac.uk\)](https://ukserp.ac.uk)

Output clearance

- **Do** ensure all outputs are uploaded for clearance by HBS staff via the 'Data Transfer' icon on the desktop.
- **Do** ensure any potentially disclosive information is removed prior to submitting outputs for clearance, any outputs containing cell counts less than 10 or statistics based on cell counts less than 10 will be rejected (please refer to the HBS Disclosure and Publication Policy).
- **Do** ensure that any draft reports, papers, presentations etc. are submitted to honestbrokerservice@hscni.net with a HBS Final Output Clearance Form for clearance.
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Honest Broker Service Contact Details

honestbrokerservice@hscni.net

Documentation can be accessed at the HBS website:

<http://www.hscbusiness.hscni.net/services/2454.htm>