



## Honest Broker Service User Services Policy

### Purpose and scope

This policy applies to all project teams undertaking research projects via the Honest Broker Service. It outlines the services that will be provided by the Honest Broker Service (HBS) during the project planning stage as well as the data analysis stage, provided the project is approved by the Honest Broker Governance Board (HBGB).

The HBS will provide the following services:

### Project Planning

- Help researchers to understand the various HBS processes, such as those related to access to data, becoming an approved researcher, use of the safe haven/UK Secure e-Research Platform (UK SeRP) etc.
- Help researchers to understand the various HBS policies, such as Researcher Dos and Don'ts, Honest Broker Governance Board (HBGB) Application Criteria, Project Modifications etc.
- Support researchers through the provision of the HBS metadata and other useful documents.
- Provide guidance to researchers regarding the feasibility of research projects.
- Assist researchers in developing their project application by reviewing and offering constructive comments prior to submission to the HBGB.
- Provide advice on HBS data and variables including its structure and linkage.

### Construction of HSC Datasets

- Create project specific data extracts for researchers.
- Link data from different sources and anonymise datasets.
- Create researcher accounts and logins with access to required software packages (including MS Office, SPSS, Stata and R).

### Use of Research Safe Haven

- Provide access to the safe haven and ensure researchers are able to access the required datasets and undertake analyses.
- Supervise researchers visiting the safe haven.
- Provide advice on HBS data and variables to researchers including its structure and linkage.
- Run syntax/code prepared by the researcher where they are not able to attend the safe haven.
- Review outputs and provide constructive feedback on data and outputs leaving the safe setting.
- Undertake disclosure control prior to outputs leaving the safe setting.

### Use of UK Secure e-Research Platform (UK SeRP)

- Set up researcher accounts to allow access to specific projects and datasets.
- Provide advice on HBS data and variables to researchers including its structure and linkage.
- Review outputs and provide constructive feedback on data and outputs leaving the UK SeRP.
- Undertake disclosure control prior to outputs leaving UK SeRP.

The HBS team will **NOT** provide support with the following:

- Developing statistical analysis plans.
- Advice relating to statistical analyses when working in the safe setting.
- Advice relating to the use of the statistical analysis packages in the safe setting.
- Advice relating to syntax and programming when working in the safe setting.
- Assisting with writing up journal papers/reports.
- IT queries relating to the UK SeRP Platform. These should be directed to the SAIL helpdesk which can be reached via <https://helpdesk.hiru.swan.ac.uk/> or [helpdesk@chi.swan.ac.uk](mailto:helpdesk@chi.swan.ac.uk)

If you have any queries, please contact the Honest Broker Advice Service:  
[honestbrokerservice@hscni.net](mailto:honestbrokerservice@hscni.net)