We, the undersigned, agree to comply with the principles and terms and conditions outlined in the Quality of Life Data Access Policy:

1. The lead researcher and all members of the research team must sign an External Researcher Agreement to be granted status as authorised researchers. The lead researcher must send a copy of this to the QoL project management team and retain the originals on file. The lead researcher must advise the QoL project management team when a new researcher joins the research project.
2. The research team will be responsible for all research undertaken. No support will be provided by members of the Quality of life project management team unless they are formal collaborators on the project.
3. The Quality of Life data may only be used for the research project described in the External Researcher Agreement.
4. No attempts are to be made to data-match or identify individuals in the data.
5. Security of QoL datasets used off-site:
	1. The QoL datasets may only be accessed by those who signed the External Researcher Agreement.
	2. Limited copying of the data may be made where reasonably required to permit the research.
	3. All researchers must ensure the safe storage of QoL data, meaning it should be protected from accidental or deliberate access by unauthorised people, either physically or electronically.
	4. At the conclusion of the research, electronic copies of any part of the datasets must be destroyed. The lead researcher must verify this in writing in their final update.
	5. The lead researcher is responsible for immediately advising the QoL project management team about any breach of confidentiality or security.
	6. Breaches that are deliberate or a result of a lack of care may result in the termination of access and affect future access requests.
6. Researchers are responsible for the quality of all analytical outputs.
7. The lead researcher is required to provide regular progress updates to the QoL project management team detailing progress to date – what has been achieved, what results have been published, what is planned, and a current list of the research team. Timing of the updates to be agreed on a project-by-project basis.
8. Results of the research:
	1. The research team must agree to a reasonable timeframe for completing the research and publishing the results.
	2. All results must include an appropriate reference to the QoL dataset.
	3. All results must include a disclaimer indicating that the researchers take full responsibility for the outputs. For example: *The analysis and interpretation of results presented in this paper are the work of the authors.*
9. Dissemination and publication of research results:
	1. The research team must take a ‘no surprises’ approach regarding any media release or other publication of the results. The lead researcher must send copies of results, publications, and presentations to the QoL project management team at least one week prior to dissemination, so that the QoL project management team is informed before any public interest is generated. Failure to do so may affect access to QoL data.
	2. In line with the principle of Guardianship, the QoL project management team has the right to review and request changes to how results are presented, in order to protect participant anonymity and ensure that data are interpreted and published in culturally appropriate ways.
	3. The QoL project management team may publish links to published work on the QoL website.
10. At completion of the research, the lead researcher must return the data, confirm in writing that all confidential material and copies of the data have been destroyed, and provide details of all published or forthcoming results (even where already advised).

**Lead researcher:**

|  |  |
| --- | --- |
| Name |  |
| Title and organisation  |  |
| Signed |  |
| Date |  |

**Co-researcher:** *(\*please copy and paste this as many times as required for all team members.)*

|  |  |
| --- | --- |
| Name |  |
| Title and organisation  |  |
| Signed |  |
| Date |  |

**Received by Quality of Life project team representative**

|  |  |
| --- | --- |
| Name |  |
| Title and organisation  |  |
| Signed |  |
| Date |  |