Data Request Process

Data Requestor identifies INSIGHT datasets of interest and contacts INSIGHT Data Custodian (Concierge Team) who scope out the requirements and costs.

Data Requestor completes and submits the data request application based on the outcomes from the pre-submission enquiry stage.

Data Concierge Team undertake a completeness check, ensuring all required information has been provided and begin the application review.

- Non-technical, Technical, Legal and Governance Screening of the request is carried out.
- A request can be made for additional information from the Data Requestor at any point in the Screening stage.

Application submission

Pre-submission enquiry

Data requestor could refer to an individual researcher or an organization requesting data.

Submitted

Workflow assigned

In review

Screening

A Data Trust Advisory Board (DataTAB) evaluation is undertaken and advice provided.

- An invoice is issued and Data Requestor makes the payment based on agreed contractual terms.
- Data transferred through agreed data distribution means.

Technical data prep

Invoicing funds

Data release

INSIGHT Data made available to requestor

Technical data prep

In parallel with the Data Sharing/ Licensing Agreement:
- Tech Team prepare sample anonymised data for user testing.
- Tech Team perform final anonymised data extract.
- Note: Tech Team may be involved earlier in the process, in parallel with screening, depending on the confidence that request will be approved and contract executed, based on enquiry stage conversations.

Approved (with or without conditions) or rejected

Invoicing

Funds

Data release

INSIGHT Data made available to requestor

Contract signed

Data sharing or licensing agreement

Final decision

A final decision on the application is made by the INSIGHT Director. The application is either:
- ‘Approved’ and it progresses.
- ‘Rejected’ & the process ends here.

Final decision

5

DataTAB evaluation

Screening

4

In review

Workflow assigned

3

Submitted

Application submission

2

Pre-submission enquiry

1

Data Requestor

CDO

Director

Data Requestor identifies INSIGHT datasets of interest and contacts INSIGHT Data Custodian (Concierge Team) who scope out the requirements and costs.

Application Status

People

CDO

Data Requestor

Director

Data Trust Advisory Board

Data Concierge Team

Governance

Tech Team

INSIGHT Metadata catalogue

INSIGHT Datasets

• Non-technical, Technical, Legal and Governance Screening of the request is carried out.
• A request can be made for additional information from the Data Requestor at any point in the Screening stage.

Final decision on the application is made by the INSIGHT Director. The application is either:
- ‘Approved’ and it progresses.
- ‘Rejected’ & the process ends here.

Final decision

5

A Data Trust Advisory Board (DataTAB) evaluation is undertaken and advice provided.

DataTAB evaluation

4

Screening

In review

Workflow assigned

3

Submitted

Application submission

2

Pre-submission enquiry

1

Data Requestor completes and submits the data request application based on the outcomes from the pre-submission enquiry stage.

INSIGHT Data Request Process

Data requestor could refer to an individual researcher or an organization requesting data.