



## Data Sharing Policy

The Tobacco Control Capacity Programme (TCCP) is committed to maximising the use of its data to improve human health and welcomes proposals for collaborative projects from bona fide researchers (as is defined by the MRC policy on [‘sharing of research data from population and patient studies’](#)).

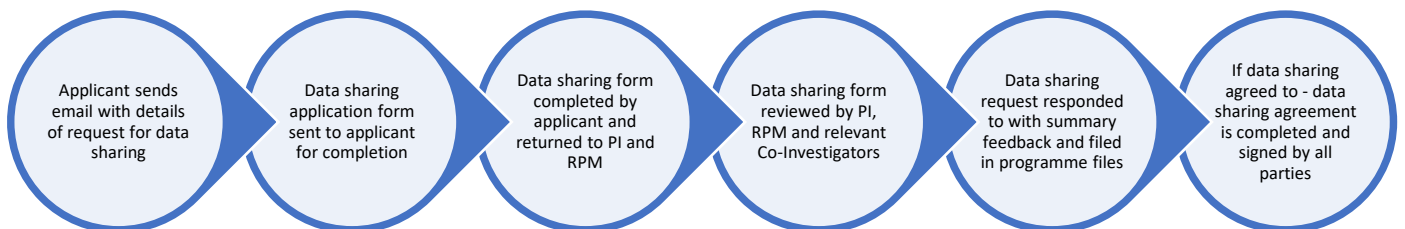
The programme team aims to make our data as widely and freely available while safeguarding the privacy of any participants and protecting confidential data.

### Contact Information and Control of Access

For further information please contact the Research Project Manager (RPM) (Fiona Davidson (Robert Dolan to July 2019)) or the Principal Investigator (PI) (Professor Linda Bauld). A data sharing request form will then be made available.

The PI and RPM aim to respond to all data sharing requests within two weeks of receipt of the request.

### Process



### Anonymisation of Data

All data provided to external researchers are anonymised. Data are not released externally if they allow the possibility of identification of any particular individuals.

### Terms & Conditions

- If the data is stored in a portable device (e.g. a laptop, memory stick, tablet), then that device must be encrypted to standards fulfilling MRC and University of Edinburgh requirements.
- The data must not be sent to or from a non-academic email account, such as Hotmail, Gmail, Yahoo etc.
- External users must not attempt to identify individuals.



- The nature and timing of each request will be reviewed on an individual basis to assess whether a funding arrangement may need to be agreed to support the work.
- There should be an intention to publish the research findings for wider scientific scrutiny and benefit in open access journals, in accordance with the MRC's policies on publication.
- All publications (including talks and posters) using TCCP data must include a suitable acknowledgement (e.g. "The data were originally collected by the UKRI GCRF funded Tobacco Control Capacity Programme") and citation of any TCCP publications relevant to understanding the data collection.
- This policy covers all TCCP data.

**Policy details:**

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Latest amendment: March 2019