# Acceptable Use Policy (AUP) Guidance

The purpose of this document is to explain the role of the ‘Relevant Partner’, and to explain the main differences between the old process (which required either a substantive or an honorary contract), and the new process (which requires all users to sign an AUP).

# Responsibilities

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| **Relevant Partner**  | An organisation which is a signatory to the NWL Statement of Data Sharing, the [ISS](https://www.nwlondonccg.nhs.uk/application/files/2115/9853/4738/20200819_WSIC_ISS_Reviewed_URL_changed.pdf) and who is sponsoring the Recipient to access the Discover Dataset. |
| **Clinical Sponsor (Research Projects Only)** | The Head of Service, Clinical Director or Divisional Director responsible for overseeing the project and ensuring that data use is appropriate and in line with the approval application. |

# New Process (AUP)

Previously, all users requiring access to the data would be required to have either:

A substantive employment contract; or an honorary contract with a data controller from an organisation which is a signatory to the NWL Statement of Data Sharing.

The new process no longer requires users to have a substantive or honorary contract. Instead, the new process introduces the obligation for all users requiring access to the Discover-NOW Dataset to read and sign an AUP.

The terms of the AUP, reflect the terms listed within the Data Access Request (DAR) form. These terms remain unchanged from the previous process. The introduction of an AUP, allows for each individual user to be held accountable to the terms of the both the DAR form and the AUP.

 The following table provides a comparison of the two processes:

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|  | **Old Process (Substantive/ Honorary Contracts)** | **New Process (AUP)** |
| **Signatures** | **DAR form** - Signatures on DAR form are from an individual who has the authority to sign on behalf of the Relevant Partner.Signatures were only required from the Project Lead, and on behalf of the Relevant Partner. | **DAR** - Signatures are required from the Project Lead, and from an individual who has the authority to sign on behalf of the Relevant Partner. **AUP** – Signatures are required by the user requiring access to the data, and a counter-signature is required from the Relevant Partner that signed the DAR form.  |
| **Responsibilities of Relevant Partner**  | The responsibilities of the Relevant Partner are outlined in the Data Access Contract in the DAR form.The Relevant Partner is responsible for overseeing the project and ensuring that data use is appropriate and in line with the approval application. | The responsibilities of the Relevant Partner are outlined in the Data Access Contract in the DAR form.The Relevant Partner is responsible for overseeing the project and ensuring that data use is appropriate and in line with the approval application. |
| **Accountability**  | Individual users could not be held to account for any breach of the terms in the DAR form. | The AUP allows for the Relevant Partner to hold individual users accountable for any misuse of the data, and take action against users that breach the terms of the DAR form and AUP. This allows for enhanced protection for the Relevant Partner. |