



## **Data Request of Research Procedures**

1. Researchers shall complete a “Data Request” form when requesting a limited data set for conducting research.
2. “Data Request” forms shall be submitted to the Research Committee for review. The request will be reviewed based on the following criteria:
  - a. Need for particular data elements
  - b. Time required to run the data by staff
  - c. Size of the file
  - d. Requestor’s proposed procedures for maintaining confidentiality and integrity of the data file.
3. Data may be retrieved from a qualified WHC staff trained to query data from the appropriate system/repository.
4. The researcher requesting the data shall ensure the confidentiality and integrity of the data file once received.
5. All Researchers, Consultants, Statisticians, or anyone else needing to review the data for research purposes shall be listed in the Data Use Agreement as those permitted to use or receive the limited data set for the purpose of the research project.
6. The data remains the property of the WHC and any further use of this data beyond the scope of the approved project requires approval from the WHC Research Committee.