



Data Access Request Form

Applicant and lead user contact information

Full name	Organization	Department
Postal address		
Telephone	Email	

Contact information for **other users**. Please use additional sheets if necessary. **All users must send a signed agreement on conditions of use.**

Full name	Organization	Department
Postal address		
Telephone	Email	

Dataset(s) to which access is requested

Dataset Title(s)

Intended use of data

<input type="checkbox"/>	<p><i>Unfunded Research.</i> This includes:</p> <ul style="list-style-type: none"> • Teaching use • Research towards publication(s) for which no sources of funding are available • Personal, private research • Research in the course of academic study
<input type="checkbox"/>	<p><i>Funded Research.</i> This includes:</p> <ul style="list-style-type: none"> • Research funded by Government departments and/or semi-state bodies • Research funded by non-Governmental, non-profit bodies • Research funded by commercial organizations
<input type="checkbox"/>	<p><i>Other purpose, please specify:</i></p>

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Name and brief description of the project

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Signatures

Applicant (Lead User. If the applicant is a student, his/her supervisor must apply as the Lead User)	Other User
Print name _____	Print name _____
Signature _____	Signature _____
Date ____/____/____	Date ____/____/____
Other User	Other User
Print name _____	Print name _____
Signature _____	Signature _____
Date ____/____/____	Date ____/____/____

Remember to also send a signed agreement on conditions of use to the IQDA



Agreement on Conditions of Use

This agreement covers the use of data files and all related material (hereafter “data”) supplied by the Irish Qualitative Data Archive (IQDA). **A signed copy of this agreement must be submitted by all users named on the Data Access Request form.**

1. Users of the data

“LEAD USER” is defined as the person who has made an application and been approved to use the data specified in the ‘Data Access Request Form’. “OTHER USER” is a person named as “other user” in the ‘Data Access Request Form’ who has access to the data in addition to the LEAD USER, but under the control of the LEAD USER. LEAD USER and OTHER USERS are collectively defined as the “USERS” and both have responsibilities under this agreement.

2. Purpose of use and disposal of data

USER undertakes to use the data only for the purposes stated in the ‘Data Access Request Form,’ after which the data will be disposed of. If USER wishes to use the data for other research or teaching purposes, USER will send a new access application to the Archive. Use of the data, and/or results obtained from use of the data, for any purpose other than research or teaching is prohibited.

3. Data security

LEAD USER undertakes that no-one but the USERS will have access to the material. LEAD USER shall be responsible for compliance with the terms and conditions of this agreement and for controlling access to the data. One copy of the data may be held centrally on the LEAD USER’s computer systems. Apart from a single copy made by the LEAD USER for the purpose of back-up, no other copy of the data shall be made by any USER. The data may not be copied to local workstations or computers, whether standalone or linked to the LEAD USER’s computer system. Security arrangements on the LEAD USER’s computer facilities will be established to ensure that access to the data stored centrally is limited to those persons who are permitted under this agreement to access the data.

4. Data protection

USER will ensure that while storing or using the data, and publishing information based on it, the confidentiality of individuals and bodies whose details appear in the data are protected. USER will not attempt to identify, or claim to identify, any individuals or participating bodies in a manner that would breach privacy or data protection laws. USER will not attempt to match, or claim to have matched data relating to individuals or participating bodies to any other data. If, in the course of research, USER recognizes, or suspects he/she might recognize a study participant, USER will immediately inform the IQDA staff and USER will not use or retain a copy of that participant’s data. USER will ensure that full compliance with all data protection laws is observed when results obtained from the data are published or presented in a public forum. USER allows IQDA to enter personal data submitted by USER in the

archive's user register and to use USER'S personal data for validation and statistical purposes, and for the purposes of managing the service. Depositors may be informed of persons ordering the data.

5. Citation requirement

USER will use the bibliographic citation provided by the archive for the data in all publications for which the data have been used.

6. Errors and mistakes or deficiencies in the data

No warranty is given by the IQDA that the data or accompanying documentation is error free. USER accepts that neither the depositors nor the Archive bear responsibility for any subsequent analysis of the data or for any consequences arising from his/her use of the data. USER will notify the IQDA of any mistakes, deficiencies or errors he/she may discover.

7. Derived data

USER agrees to offer for deposit in the IQDA any new data collections which have been derived from the materials supplied or which have been created by the combination of the data supplied with other data.

8. Notification of publications

USER will notify the Archive of all publications for which the data have been directly or indirectly used.

9. Copyright

USER agrees not to copy the data except for the purposes allowed in Section 3 of this agreement. Ownership and copyright to the dataset and related material are vested in the depositor or the depositing body.

10. Withdrawal of Permission

Permission to use the data for the specified purpose may be withdrawn by the IQDA at any time, without notice and without cause assigned, by written notice to the USER signed by or on behalf of the Director of the IQDA.

NAME (PRINT) _____

SIGNATURE _____

Date ____/____/____

STATUS: Lead User
 Other User

