**REQUESTS FOR ACCESS TO STAFF AND STUDENTS FOR RESEARCH**

**PURPOSES**

**Principles**

1. Staff and student details held by the Department are governed by privacy and data protection regulations and are therefore not disclosed to third parties.
2. External requests that are received for direct or indirect access to personal details (e.g. for access to email lists or a request to forward information via email lists) should therefore be refused.
3. Where requests are made by Health Sciences staff or students, the same principles apply unless the research is of benefit to the quality of our programmes, the quality of the student experience and/or staff satisfaction/career development.
4. Should the Head of the Department of Health Sciences consider this may be the case, the HoD will consult with leads of the relevant programmes and/or staff teams to seek their advice on student/staff capacity to accommodate the request (including clashes with other demands on staff and students).
5. If principle 3 and 4 are satisfied, an application for ethics and governance approval would need to be considered and approved by the Health Sciences Research Governance Committee.

**Procedure**

1. All requests for access to Health Sciences students and staff should be referred to the Head of Department.
2. Those requests which satisfy principles 3 and 4 will be forwarded to the Chair of the Health Sciences Research Governance Committee who will reach a view on whether the quality of the proposed research is likely to meet Research Governance standards. A formal application must be made and include relevant protocol documents, including information sheets for respondents, invitation letter/email, consent form, etc. All relevant documents need to be approved by HSRGC
3. If/when approval is given by HSRGC, the Chair of HSRGC will advise the HoD who can proceed to authorise access to the student/staff list confident that research ethics and governance standards have been met.
4. Any complaints relating to studies approved by HSRGC will be referred to the Chair of the Committee.

*Approved by SMT Mar 2014*