# OpenSAFELY Output Review Form

Please fill in this form to request a release of data or error logs. This is a process that is imposed on us by external requirements, due to working on highly sensitive data, and is common to all similar data access environments. We are working to minimise the workload for OpenSAFELY users and staff as far as possible, including through technical work around automated disclosure control. This form and process is a first iteration: we are keen to hear feedback on how to reduce the work and make the process smoother.

- **The number of study outputs requested for review must be kept to a minimum and include only the results you absolutely need to export to the jobs site**. Because each data release entails substantial review work, and we need to retain rapid turnaround times, external data releases should typically only be of results for final submission to a journal or public notebook; or a *small* number of *necessary* releases for discussion with external collaborators.
- First make sure you have read the general documentation on data release and the specific documentation on reviewing and releasing via Airlock.
- Check your results adhere to the Permitted Study Results Policy.
- Note particularly, you MUST NOT request the release of any information (e.g. name, listsize) that identifies, or could identify, ICBs, Local Authorities (including MSOA identifiers), Primary Care Networks (PCNs) and individual GP practices from the Level 4 results server.
- Make sure you apply all necessary and relevant disclosure controls to the data for release, following this checklist.
- Prepare and submit your release in Airlock by adding any output files for release along with any supporting files.
    - Only the following file types will be reviewed: **HTML; TXT; CSV; SVG; JPG; JSON; PNG; TIFF.** (Email datarelease@opensafely.org if you need additional file types).
- Complete the table below with clear contextual descriptions of the data outputs being requested. Importantly:
    - **The Airlock file group name and path for each output.**
    - **Variable descriptions**
    - **A description and count of the underlying population for each output.**
    - **Specify population size and degrees of freedom for all regression outputs.**
    - **Relationship to other data/tables which through combination may introduce secondary disclosive risks.**
    - **DO NOT LIST ANY OF THE ACTUAL DATA POINTS**

  **NOTE**: each section should describe one or more files which share the same context and controls. Files within the same folder can be specified with wildcards can be used for the file path (e.g. “output/hospitalisation_rate_by_*.csv”). **If you use a wildcard, please indicate how many files this captures.**
- After submitting their request on Airlock, researchers complete this form and email it to **datarelease@opensafely.org**, with the subject "**Airlock release request**".
- OpenSAFELY will return the reviewed form to the applicant’s email within 5 working days of submission, and usually sooner; small releases will likely be approved faster.

- **NOTE**: You must also follow the Authorship Policy, Acknowledgement and Sharing/Publication Policy and the Information Governance and Ethics content Policy for any released results and associated papers/publications/presentations.

**Name of researcher: {{Researcher name}}**
**Email: {{Email}}**

**Project Number (please select from approved projects list):**
**GitHub repo name: {{GitHub repo name}}**
**Jobserver Workspace name** (*outputs location on the server*)**: {{Workspace name}}**

**Please describe why the data release is necessary to help you meet your project purpose?**

**Any disclosure concerns:** *(We expect that all users will minimise disclosiveness of any proposed release and follow guidance. Please tell us if you feel there are any potential disclosure issues, or edge cases, listing the specific files where this issue arises).*

**{{Any disclosure concerns}}**

**Output or error log files for review:**

**Note: For error logs, they should only be requested for output in exceptional circumstances (for example, if you need to discuss the error and any related data within the log file with a researcher who writes code but does not have Level 4 results server access, otherwise we would expect both researchers to review the log via their VPN access). When an error log is requested, you must minimise any data required: make a copy of the log file and delete all data items that are not necessary. The less data that is present, the faster the review process.**

*Please add any further rows whilst being mindful to keep requests to the absolute minimum.*

| # | **EXAMPLE**<br>Airlock File group: Cancer hospitalisation rates<br>File location(s): output/tables/cancer_hospitalisation_rates_ethnicity.csv |
|---|---|
| | Context and Disclosiveness and Suppression Controls |
| | **EXAMPLE**<br>**Context:** Monthly hospitalisation counts of people with cancer (and covid infection status), cut by ethnicity, in all registered patients in England from March 2020 to July 2020. This is the underlying data for output #2-cancer_hospitalisation_ethnicity.svg.<br><br>**Controls:** Low number suppression has been applied to remove any monthly counts <=5 within all cells. |
| | **OPENSAFELY Response (*approve; reject; approval subject to changes):***<br><br>**EXAMPLE: R1 and R2 - approve** |

| | |
|---|---|
| 1 | Airlock File group: |
| | Context and Disclosiveness and Suppression Controls |
| | **Context**:<br><br>**Controls**: |
| 2 | Airlock File group: |
| | Context and Disclosiveness and Suppression Controls |
| | **Context**:<br><br>**Controls**: |
| 3 | Airlock File group: |
| | Context and Disclosiveness and Suppression Controls |
| | **Context**:<br><br>**Controls**: |
| 4 | Airlock File group: |
| | Context and Disclosiveness and Suppression Controls |
| | **Context**:<br><br>**Controls**: |
| | |
| | **OPENSAFELY response (*approve; reject; approval subject to changes)***: |

| **Reviewer Notes** |
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