

Addendum Data and Material Transfer Agreement Lifelines (DMTA): User Code of Conduct

Version 3, 2023

Introduction

This addendum to the DMTA of Lifelines adds additional rules of conduct next to those in the DMTA to process the (special) personal data of Lifelines participants for scientific research on healthy ageing.

The addendum is required in the situation that data is provided outside of Lifelines. For **OVYY_XXXX** the data will be processed in the high performance cluster of the UMCG.

Procedure for data access

Access to data will only be granted to qualified researchers after approval of applicable parties and will be governed by the provisions laid out in the informed consent of the Lifelines cohort and the DMTA. Lifelines collects data itself of Lifelines participants, but also receives data from contributing researchers. The latter is owned by the contributing researchers and Lifelines. It shall not be used for any analyses unless explicit permission has been granted by Lifelines to perform predefined analyses.

The policy to grant access to data is:

1. Main Applicant applies for access at Lifelines (by using the proposal form);
2. Main Applicant refers to a senior investigator who is employed or legitimately affiliated with an academic, non-profit or government institution and who has a track record in the field;
3. Lifelines approves (or in exceptional circumstances declines) the proposal;
4. Main Applicant signs a DMTA.
5. Main Applicant receives personal access to the data, or
6. Data is securely transferred to Main Applicant.

To this procedure 7. is added:

7. User will sign the addendum of the DMTA: Code of Conduct.

Why this addendum?

The addendum of the DMTA (hereafter; Code of Conduct) aims to provide a researcher (other than the Main Applicant) access to the data outside of Lifelines as an 'User'. Failure to follow the rules in this Code of Conduct may result in revocation of approved access to any or all datasets obtained through Lifelines.

Lifelines verifies the robustness of the proposal based on three criteria:

- (i) Can an individual be singled-out?
- (ii) Can different records be linked an individual?
- (iii) Can information be inferred concerning an individual?

Knowing the strengths and weaknesses of each proposal helps to design an adequate process in a given context preserving the anonymity of a Lifelines participant. Measures can be organizational and/or technical of nature.

Lifelines - Code of Conduct

For **OVYY_XXXX** data, as described in the submitted Lifelines proposal by the main applicant, of Lifelines participants will be made available to the User on the high performance cluster of the UMCG.

Access to data is provided under the responsibility of the Main Applicant of **OVYY_XXXX**. After signing the Code of Conduct, **VOORNAAM ACHTERNAAM** ('User') can be granted access to perform the analysis described in the proposal of **OVYY_XXXX**.

Specifically, User will work according to the following rules:

1. User will use requested datasets solely for **OVYY_XXXX** described in the approved Lifelines proposal and according to the signed DMTA;
2. All analyses will take place on the high performance cluster of the UMCG ¹. This implies that it is not allowed for the User to download and analyze data on their own computing facilities which is not the high performance cluster of the UMCG (i.e. work computers, personal computers, another computer cluster etc.);
3. User is aware that actions on the data are monitored at the level of individual researcher to ensure data security;
4. Permission of User to access Lifelines data is strictly personal and cannot be transferred in any way;
5. User will perform all analyses solely on the high performance cluster of the UMCG, to ensure data security;
6. User will make no attempt to identify or contact individual participants of whom the data was collected;
7. User will not distribute Lifelines data in any way;
8. User will adhere to a high standard of computer security practices to ensure that only an authorized User (explicitly approved by Lifelines) can access the data;
9. User with access to Project Data must send the results of the analysis to Lifelines (data@lifelines.nl) for reuse and archival purposes.
10. User acknowledges Lifelines and the Users who contributed to Lifelines in any publication. Acknowledgement requirements may vary depending on the Project Data;
11. User will report any data incident (i.e. (unintended) release, security breach, etc.) involving Lifelines data within 24 hours to privacy@lifelines.nl
12. User access to the data will be revoked after analyses completion. Data will be archived and cannot be accessed without explicit approval by Lifelines.

¹ Comparable to : <http://doc.grid.surfsara.nl>, see also: <http://docs.gcc.rug.nl/gearshift/index.html>

I have read and understand the DMTA and DMTA addendum ('Code of Conduct'). I declare that I will act according to the rules in the DMTA and DMTA addendum.

I understand that failure to follow the rules stated in the DMTA and DMTA addendum can have personal and financial consequences for myself and/or my employer.

When accessing the high performance cluster of the UMCG and using the Lifelines data, be extra cautious when working from outside of the Netherlands. In the following countries and/or areas, the consequences of failing to adhere to the DMTA and the DMTA addendum can have more severe consequences:

- Outside of the European Union, with [adequacy decisions](#).
- Outside of the European Union, without [adequacy decisions](#)

If you are situated in one of these countries and are accessing the data through the high performance cluster, your proposal has been subjected to a (pre-)DPIA. Countries within the European Union are deemed to have the same level of data protection as the Netherlands.

Main applicant

Name **XXX**
Institute **XXX**

Place

Date

Signature

User
Name **XXX**
Institute **XXX**

Place

Date

Signature

Please scan the signed User Code of Conduct and return to data@lifelines.nl