Defining terms

The Network

The INDEPTH Network made up of member Centres operating HDSS¹.

Executive Director

The Executive Director of the INDEPTH Network.

Member Centre

A member centre is an institution that operates at least one HDSS and fulfils all the requirements for full membership of the Network.

Network activity

An INDEPTH initiated and/or sanctioned research activity involving three or more Member Centres with a designated Principal Investigator (PI).

Third party sponsored activities

Third party sponsored activities are research activities initiated externally to the Network and involving three or more Network member centres and facilitated by and/or conducted in partnership with the Network.

Contributed data

Data made available by a *Member Centre* to the Network in terms of fulfilling its network membership requirements or in terms of a specific data use agreement between the member centre and the Network.

Micro-data

An observation data collected on an individual object - statistical unit². For the purposes of this policy, micro-data are defined as files of records pertaining to individual respondent units, such as homesteads, households and individuals.

Data Categories

This policy refers to the following categories of data.

- A. Centre-Specific Data are all data generated by and specific to a particular member centre.
- B. **Network Core Data** are *data contributed* by a *member centre* as a condition of Network membership. These data can be shared in any one of the following forms:
 - a. *Micro-data* at a level of a surveillance unit (individual, household, etc). For the current core minimum micro-data set specifications see Annex 2.
 - b. Aggregated (indicator) data, which is:
 - i. Derived from the core minimum micro-data, or
 - ii. Provided in aggregated form directly by a Member Centre
- C. Network Project Data are data resulting from Network activities of the following kinds:
 - a. *Network activities* that are exclusively based on secondary analysis of data from participating member centres.
 - b. Network activities that involve primary data collection.

¹HDSS.Health and Demographic Surveillance System.

² OECD Glossary of Statistical Terms. http://stats.oecd.org/glossary/detail.asp?ID=1656

D. Third Party Data are data resulting from third party sponsored activities.

Levels of Access

For the purposes of this policy, the following access levels are applicable:

- A. **Open Access**: Except for attribution of origin, no conditions and prior registration are applicable to the use of the data.
- B. **Licensed Access**: A registration by a prospective data user is required on the INDEPTH data repository with the following minimum information:
 - a. Name
 - b. Email address
 - c. Institutional affiliation
 - d. Country
 - e. Category of user (e.g. student, researcher, etc)
 - f. A statement of purpose for which the data will be used, and
 - g. An agreement to the conditions of use detailed in Annex 3.
- C. **Restricted Licensed Access:** In addition to the requirements listed under B the prospective data user will be required to provide a formal endorsement letter from the institution s/he is affiliated with.
- D. **Closed Access**: This applies to highly sensitive or individually identifiable data. Such data are normally available to prospective users only through controlled-on-site access and/or in collaboration with the member centres involved.

Attribution

All data sets accessed under this policy should be cited in the following manner: "INDEPTH Network data with contribution from member centres (centre names), doi³ xxxxxxxxx"

iSHARE

A Network activity that provides technical and infrastructure support to INDEPTH member centres for accessing and sharing Network Core and Project Data on the INDEPTH Data Repository.

INDEPTH Data Repository

A web-based catalogue which lists, describes and facilitates access to all datasets covered by this policy. It also enables users to download available data sets provided that they agree to applicable conditions contained in the policy.

Disclosure Risk

Shared datasets must be anonymised and should not contain data elements that will allow the direct identification of the entity (individual, household or homestead) represented by a data record, such as names, identification numbers or geo-coordinates. It is not possible to completely eliminate the risk of indirect identity disclosure where a combination of data elements may be used in combination with (linked to) other information known to an intruder about the entity in question to identify the entity. Access to datasets should be assessed based on the disclosure risk posed by the dataset. Only datasets that pose a low risk of identity disclosure should be made publicly available. The Executive Director will develop guidelines for the assessment of identity disclosure risk in data to be shared in terms of this policy. Such guidelines should include recommendations for specific access restrictions to datasets depending on the measured disclosure risk.

³Digital Object Indentifier (DOI®). All datasets shared by INDEPTH through iSHARE will be assigned a doi obtained from DataCite.