

# Code of Conduct I

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## Exchange of UCC-SMART data with researcher

You work or will work with data of the Utrecht Cardiovascular Cohorts - SMART (UCC-SMART) of the UMC Utrecht. During your work you will come into contact with (patient/research) data for scientific purposes. UMC Utrecht's employment contracts contain specific agreements about e.g. intellectual property and confidentiality. To draw attention to the most important matters regarding the use of UCC-SMART data, an additional Code of Conduct must be signed before data will be exchanged.

### Conditions for exchange of UCC-SMART data:

1. The UCC-SMART data center will provide the researcher UCC-SMART data for the project.
2. Requested data have been coded.
3. UCC-SMART data will be analyzed exclusively for the objective/research question described in the research proposal agreed by the UCC-SMART Study group.
4. The Researcher receives a selection of variables.
5. The Researcher will not provide these data to any another researcher.
6. The UCC-SMART data manager keeps an exact copy of the data that has been sent to the researcher.
7. The researcher is responsible for the data and will ensure that all technical and physical safeguards are taken to protect the data from any unauthorized access or use.
8. The researcher will use the UCC-SMART data in compliance with all Dutch and local laws, including data protection law, governmental regulations and guidelines. Most specifically the researcher undertakes, prior to any use or processing, any appropriate technical and organizational measures to protect the UCC-SMART data from unauthorized processing, including any processing not expressly authorized by this Agreement. More information can be found on [Intranet](#), [Federa.org](#) or [nfu.nl](#).
9. The researcher shall refrain from tracing or identifying the identity of any participant who provided the data. The researcher agrees to preserve, at all times, the confidentiality of information pertaining to identifiable (in spite of all the care taken to anonymize the provided dataset) participants.
10. The researcher shall not attempt to contact any data subject that can be identified in spite of all the care taken to anonymize the provided dataset.
11. The researcher is only allowed to analyze UCC-SMART data in collaboration with member(s) of the UCC-SMART study group and is responsible to provide semi-annual updates of progress.
12. Papers presenting results of the UCC-SMART study (including papers presenting results of measurements in UCC-SMART samples) have to be reviewed by UCC-SMART study group members before submission.
13. Studies largely based on UCC-SMART data will be published 'on behalf of the UCC-SMART study group' with the names of the UCC-SMART study group in the acknowledgments or appendix.
14. When analyses have been completed, the researcher is responsible that all data and syntax to select the study population and produce the tables and figures in the publication are returned to the UCC-SMART Study group to ensure that results are reproducible at any time.

15. When the study has been completed (usually at time of publication), the researcher is responsible to delete all UCC-SMART data from their local drives and computers. An exact copy of the data used for the study will be stored by the UCC-SMART data manager, for in case questions arise or additional analyses or data are being requested in response to the study publication.
16. After publication of the article, the researcher provides UCC-SMART with a summary in layman's terms. This summary aims to give participants insight into the research made possible by their contributions. The summary will be placed on the UCC-SMART page of the UMC Utrecht website with a link to the full article.

**Researcher and supervisor declare to have read the above and agree on it**

**Researcher**

Name:

Function:

Institute:

Department:

Address:

E-mail:

Date:

Signature:

**Supervisor**

Name:

Function:

Institute:

Department:

Address:

E-mail:

Date:

Signature:

**Please e-mail a completed and signed statement to [UCC-SMART@umcutrecht.nl](mailto:UCC-SMART@umcutrecht.nl)**