School of Medicine
University of Dundee

Application for Medical School Caldicott Guardian Approval

Please ensure that you and your supervisor have read and fully understood sessions D,E and F before completing all sections fully. Please ensure your supervisor has approved your Caldicott application, before submitting the completed application form. You and your supervisor remain responsible for the security of the data for the duration of the project and lifetime of the data.

Applicant's details

Students full Name	
Student/Work Email address	
Year of Study	

Supervisor's details

Supervisors full Name	
Work Email address	
Department	

Part A

Give a brief overview of project.
(Include the background, aims & objectives and methods. Also state the patient group to be studied.)

Part B

List the data sources you will use for your project. For each database, please give:

1. Name of database?

2. Location of database?

3. List of data items required?

4. How long and where will the study data stored?

5. How will the study data be disposed of?

Part C

Will this study be carried out with data from Tayside?	
If no, from which Health Board will the data be obtained?	

Part D

You **MUST** be able to answer "Yes" to agree with **ALL** of the following statements:

Yes	There are no names, addresses or CHI numbers on the data extraction form.
Yes	Data will be stored securely in accordance with the University's Data Protection policy.
Yes	Age will only be recorded in years, as inclusion of a date of birth might allow an individual to be recognised.
Yes	Postcodes may be used but no more than sector level (e.g. DD1 4, not DD1 4AS).
Yes	All data used comes from routine sources (e.g. case notes, labs, database).
Yes	All data must remain on either University of Dundee &/or NHS servers, and must never be held on personal devices.

Part E

Will you survey or interview patients as part of your project?

If yes, you will need to apply to the Tayside Committee on Medical Research Ethics for a favourable ethical opinion before Caldicott approval can be given.

You MUST select one of the following options:

My project does NOT require an ethical opinion from the Tayside Committee on Medical Research Ethics

I have received a favourable ethical opinion from the Tayside Committee on Medical Research Ethics

I have received a favourable ethical opinion from the SMED Non-clinical Research Ethics Committee

Ethics Committee Reference No.

Please retain a copy of you complete application for you records, and then submit your completed application form to University of Dundee Caldicott Guardian: SMed-Caldicott@dundee.ac.uk (Please Cc. your supervisor with every application form).

Part F

1- All data must have a time limit and you must inform when you expect to delete the data. This should normally be within one year of the start of the project.

2- If for any reason you need to keep the data for longer you must explain why.

3- If your supervisor wants to retain a copy of the data for audit of service purposes, this must be clearly stated in session B item 5 and a copy of your application will be sent to NHS for further monitoring of the data.   Please state where and under whose responsibility the data will remain and the expected date of safe deletion.

Supervisory Signature

Students Signature