

Requirements for Project Submission

The committee requires

- BCSP RC approval request form, completed (available on the website or from Rachel Crowther at rachel.crowther9@nhs.net)
- The ODR approval request form, completed (available from Rachel Crowther at rachel.crowther9@nhs.net or ODR@phe.gov.uk)
- A detailed study protocol
- An agreed data specification

Investigators should note that they must give sufficient information in their application to confirm that correct procedures are in place to record and report adverse incidents to the appropriate authorities.

Projects are stored on the Bowel Cancer Screening Programme (BCSP) research database.

The deadlines for submission are published on the website or are available from Rachel Crowther (as above).

Support from the committee will be a requirement before access to the National data or samples will be granted. The committee considers the scientific value and feasibility of each research project but does not carry out a peer review (which will be done by the funding bodies); its aims are to

- encourage research
- ensure that there is no negative effect on the Screening Programme
- avoid duplication of research and
- encourage collaboration

The committee requires regular updates from the investigators.

The committee is separate from the funding bodies and is not part of the funding process.

In addition to BCSP RC approval, any applications requiring patient identifiable data and/or potentially identifiable data from the BCSP programme will require PHE ODR (Office of Data Release) approval.

The ODR was established in January 2014 as a cross-agency service to manage the release of explicitly identifiable or potentially identifiable data from PHE. The ODR provides systematic, consistent and coherent approach to the review of data release requests for PHE datasets, to ensure that there is a legal and legitimate purpose for processing personal confidential data and that any risk of disclosure is minimised.

Bowel Cancer Screening Programme Research Committee

The ODR review process is carried out in line with the relevant governance frameworks determining the control and use of personal confidential data, including the Data Protection Act 1998 and the Caldicott Principles. This process allows PHE to assure itself that:

- there is a justified purpose for the release;
- the data specification is the minimum necessary;
- there is an appropriate legal basis for accessing the requested data; and
- the applicant has appropriate safeguards in place to ensure that the data will be processed safely and securely.

The ODR is accountable to the Data Release Advisory Board for the PHE Accountable Officer (Duncan Selbie). The Board is chaired by Professor John Newton (Chief Knowledge Officer) in his role as Senior Information Risk Officer.

In the first instance this process applies to cancer data, but it is envisaged that the service will support all Information Asset Owners who hold and release PHE data for specific purposes. The ODR function includes the development and implementation of policies and operating procedures around data release and a cost recovery process. In addition, PHE will seek to improve access to data through the creation of a data catalogue.

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