



UK Health
Security
Agency

Appendix 1: Co-applicant(s)

Use this form to capture a co-applicant. Repeat the content of this form for each distinct co-applicant using a new document.

Primary applicant (as named in section A1 of the UKHSA Data Application Form):	
Applicant organisation (as named in section A2 of the UKHSA Data Application Form):	
Project title (as indicated in D1.2 of the UKHSA Data Application Form):	

B1: Co-applicant

UKHSA will accept applications with two or more applicants in circumstances where there is a formal agreement between these organisations to act as joint sponsors. Such joint sponsors will be jointly and severally responsible for all the systems, capacity and expertise needed to execute the project and meet any requirements set out in the Approval Standards. In the event, an application is favourably reviewed each joint sponsor will become a party to a Data Sharing Contract. Therefore, it is important that before entering into such arrangements each applicant must fully understand the allocation of roles and responsibilities.

For each additional applicant, you must complete this Co-applicant form supplementary only to the UKHSA Data Application Form. Each form should be labelled clearly.

B1.1: Title

B1.2: First name

Appendix 1: Co-applicant(s)

B1.3: Surname

B1.4: Role / job title

B1.5: Email address

B1.6: Work telephone/ mobile

B2: Co-applicant organisation

B2.1: Organisation name

B2.3: Organisation address

B2.4: Organisation type

B3: Organisational and technical safeguards to process the data

The Data Protection (Charges and Information) Regulations 2018 requires every organisation that processes personal information to pay a fee to the Information Commissioner's Office (ICO), unless they are exempt. You must evidence this is satisfied.

B3.1: ICO Fee Payers Register registration number

B3.2: Registered organisation name

B3.3: Registration expiration date

Your organisation must practice good data security and have in place appropriate organisational, physical and technical measures that ensure the confidentiality, integrity and availability of the data requested (including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

UKHSA accepts two types of assurance as evidence:

- a valid Data Security and Protection Toolkit to ‘Standard Met’ or ‘Standard Exceeded’
- a current ISO 27001:2013 certificate issued by an UKAS accredited certification body. You must provide the primary applicant with a copy of the certificate for inclusion in the application

B3.4: Security assurance (provide one of the following)

Data Security and Protection Toolkit. If selected complete questions A3.5a-c

ISO27001:2013 certificate. If selected complete questions A3.6a-c

Data Security and Protection Toolkit	ISO 27001:2013 certification
B3.5a ODS code	B3.6a: Certificate number
B3.5b: Latest standard attained	B3.6b: Initial registration date
B3.5c: Version assessed against	B3.6c: Current expiry date

B3.7: Territory of processing of primary applicant, where other describe.

Declaration

By completing this form and providing the date below, I, the co-applicant, certify:

- the information contained in this application form is true, correct, and complete. I understand that any misrepresentations may invalidate my application or lead to a delay in access to data
- I have read the Approval Standards and Guidelines, and where applicable, sought assistance from the subject specific experts in the development of my application
- where one or more co-applicants are included in the application each co-applicant is a joint sponsor to this project and it will be jointly and severally responsible for the project, including meeting any requirements set out in the Approval Standards and Guidelines
- where one or more co-applicants are included in the application, each co-applicant will be a party to the data sharing contract executed by UKHSA should the data application be favourably reviewed

Signed	
Name	
Date	

Processing your data

UKHSA will use the personal information you provide in this form and any supporting evidence to consider your application. Further information on how we collect, hold, and process your information can be found at: <https://www.gov.uk/guidance/processing-your-personal-data-for-secondary-purposes>