



# Guidance on applying for the Family Resources Survey: Safe Room access

The Department for Work and Pensions now requires a higher level of security for access to sensitive versions of SN 7196 Family Resources Survey, 2005-2012 and Households Below Average Income, 1994-2012: Safe Room Access

For this reason, these data will only be able to accessible via the safe room at the UK Data Archive, based at the University of Essex.

To apply for access, users will need to provide confirmation that baseline personnel standard security checks have been satisfactorily completed; see details below.

Once you are confident that you are able to meet this requirement, apply to the UK Data Service to become an Accredited Researcher (see below) and agree to the conditions in the Secure Access User Agreement (see below). When the data owners have given approval to your project you will be invited to attend a training session.

## Standard security checks

It is a Department for Work and Pensions (DWP) requirement that a suitable officer (e.g. Director of Human Resources) at your institution provides confirmation that the following four elements outlined below have been verified for each individual who wishes to gain access to data under this application:

- identity
- employment History (for a minimum of past three years)
- nationality and Immigration Status
- criminal Record (unspent convictions only)

The confirmation should be provided in the form of a [signed letter from your institution](#) appended to your User Agreement. For more information regarding how these elements can be verified, refer to the [DWP guidance](#) and [HMG Baseline Personnel Security Standard V3 1a](#). Although this guidance is primarily for the Civil Service, Armed Forces and Government contractors, it applies equally to researchers accessing data via the UK Data Service.

## Accredited researcher

In line with standard Archive conditions of access, please complete the [ESRC Accredited Researcher form](#) and email an electronic copy to [secure.applications@ukdataservice.ac.uk](mailto:secure.applications@ukdataservice.ac.uk). Refer to the [Sample ESRC Accredited Researcher form](#) for completion guidance. Please also provide a hand signed version of the Declaration page of the form. The signed copy can be scanned in as a pdf and emailed, faxed or posted.

This form is screened by the UK Data Service and then passed to the data owner for approval. You should therefore allow a period of time whilst your application is being processed.

## User agreement

Read and sign a [Secure Access User Agreement](#). This should be countersigned by your institution's central Research and Contracts Office. As part of that agreement you also need to read and understand the [Breaches Penalties Policy](#). Return the signed Secure Access User Agreement to us, if scanned, by email or alternatively by post or fax

## Controlled Access and Safe room training

Once we have received approval for your project from the Department for Work and Pensions, we will invite you to a training session which includes instruction on statistical control measures and using the service. We will also provide guidance on using the safe room and support during your visit.

## Contact details

Support Team  
UK Data Service  
University of Essex  
Wivenhoe Park  
Colchester  
Essex  
CO4 3SQ  
Phone: +44 (0)1206 872143      Fax: +44 (0)1206 872003

A member of our team is available on [applications@ukdataservice.ac.uk](mailto:applications@ukdataservice.ac.uk) to help with any questions or concerns regarding your application.