
Growing Up in New Zealand
Data Access Committee Terms of Reference

Version Control

Version	Date Amended	Approved By	Reason for Change
V1.0	July 2014	Data Access Committee	Membership additions & various amendments
V1.1	November 2014	Data Access Committee	Membership amendment.
V2.0	February 2015	Data Access Committee	Various amendments, overall update
V3.0	September 2018	Data Access Committee	Various amendments, overall update
V4.0	December 2018	Data Access Committee	Overall update

Definitions

In this document, unless the context otherwise requires:

- i. *Approved Researcher* means researchers who have satisfied the criteria to access Growing Up in New Zealand Datasets, as agreed by the Data Access Committee. Approved researchers include members of the Growing Up in New Zealand Research team and Accredited Researchers, who are able to apply to access both the Internal and External Working Datasets, and any other researchers who apply and have been approved to access the External Working Datasets.
- ii. *Data* means the aggregated longitudinal information collected about Study Participants in the *Growing Up in New Zealand* study. For the purposes of this protocol, Data excludes biological samples.
- iii. *Data Access Agreement* means an agreement between an Approved Researcher and Auckland UniServices Limited, approved by the Data Access Committee and setting the terms and conditions of access to Datasets.
- iv. *Data Access Committee* means the committee described in the Data Access Committee Terms of Reference appointed to consider applications from researchers who wish to become Accredited Researchers, and applications to use the Internal and External Working Datasets.
- v. *Data Access Coordinator* means the Data Access Coordinator appointed by Auckland UniServices Limited to manage the Data access process.
- vi. *Research Director* means the Principal Investigator and Scientific Director of the study. The Research Director, in association with the Research Team, is the guardian of the Data collected in the study.
- vii. *Research Team* means the Research Director, and all researchers who are currently bona fide members of the Growing Up in New Zealand team.
- viii. *Study* means the longitudinal study of children and families known as *Growing Up in New Zealand; A longitudinal study of New Zealand Children and their Families*.

Purpose

1. *The purpose of the Data Access Committee is to facilitate the provision of appropriate access to data collected in the Study by Approved Researchers under the terms and conditions of the Data Access Protocol.*
2. *Appropriate access means that Data Access applications that are approved by the Data Access Committee align with the Principles set out in the Data Access Protocol (Ownership, Kaitiaki Guardianship, Privacy and Protection of Value Principles).*

Functions

3. The functions of the Data Access Committee are to:
 - 3.1 Assess applications for access to data collected in the Study submitted under the Data Access Protocol and make timely decisions on whether to approve access.
 - 3.2 Provide written reasons, via the Data Access Coordinator, for the decision where any application for access to data from the Study is declined.
 - 3.3 Assess applications by Approved Researchers for manuscripts, abstracts or other outputs to be distributed in a public domain.
 - 3.4 Monitor compliance with the Data Access Protocol and the Data Access Agreement. This process will be facilitated by the Data Access Coordinator.

- 3.5 Invoke appropriate sanctions where any breach of the Data Access Protocol or Data Access Agreement has occurred. This process will be facilitated by the Data Access Coordinator.
4. The Data Access Committee is not expected to critique applicants' research questions.

Membership

5. The Data Access Committee will comprise the following members:
 - 5.1 The Research Director of the Study
 - 5.2 One member appointed by the Growing Up in New Zealand Kaitiaki Group
 - 5.3 One member appointed by the Vice Chancellor of the University of Auckland (Chair)
 - 5.4 One member appointed by the Chief Executive of Auckland UniServices Limited
 - 5.5 One member appointed by the Chief Executive of the Ministry of Social Development
 - 5.6 One member appointed by the Chief Executive of the Ministry of Health.
 - 5.7 One member appointed by the Chief Executive of Statistics New Zealand
 - 5.8 One member appointed by the Chief Executive of the Ministry of Education.
6. The Data Access Committee are expected to collectively bring the following skills and knowledge:
 - 6.1 General knowledge about longitudinal research
 - 6.2 Understanding of analytic methods appropriate to longitudinal data sets
 - 6.3 Technical expertise in applied statistical techniques
 - 6.4 Significant experience in conducting research analysis
 - 6.5 Significant experience in writing research reports for publication
 - 6.6 A significant work history in the area of social research or social policy research
 - 6.7 A commitment to ensuring that the interests of Maori are protected
 - 6.8 Sound judgement
 - 6.9 A commitment to an understanding of ethics and privacy issues relating to longitudinal research
7. Members of the Data Access Committee will be appointed for a period of two years in the first instance. After two years, each member will be either reconfirmed or replaced by a new member. Where a member is unable to complete his or her two-year term, a new member will be appointed for the remainder of the term.
8. Membership of the Data Access Committee will be reviewed from time to time at the direction of the Chair. Where there is a material change in the composition of parties funding the study, the Membership of the Data Access Committee may be reviewed.

Proceedings of the committee

9. The Data Access Committee will meet as required, likely to be quarterly. Members of the Data Access Committee will be expected to attend all meetings (either in person, or via teleconference or via video-conference). Members may not delegate attendance to another person.

10. The quorum for the Data Access Committee will be five members. No decisions will be made on applications for data access in the absence of a quorum.
11. Any decision of the Data Access Committee will be reached by consensus of all members present and will be final.
12. Administrative support for the Data Access Committee will be provided by Auckland UniServices Limited.

Confidential information

13. Data Access Committee members shall not disclose any confidential information obtained in the course of The Committee's activities without the prior approval of the Chair, or her/his nominated representative, and Auckland UniServices Limited.
14. The provisions of the Official Information Act 1982 apply without exception to the activities of the Data Access Committee. The Chair of The Committee is responsible for ensuring that members of the Data Access Committee are aware of the provisions of the Act and the extent to which written material from meetings is potentially recoverable under the Act.