BaSSREC APPLICATION PROCESS

SECONDARY DATA ANALYSIS/DESKTOP STUDIES

The following procedures inform the ethics application process for **secondary data analysis/desktop studies**:

1. All secondary data analyses studies after Scientific Committee approval require BaSSREC clearance (unless these were conceptualised and BaSSREC -approved as part of an umbrella/single study). Meta-analyses of published studies and reputable public archives will be excluded from this process, but still requires approval by the SC.
2. The ethics surrounding the use of secondary data include that the current analysis is absolutely compatible with the aim of the original study, or, in the original informed consents, participants were made explicitly aware how data would be shared with others for secondary data analyses purposes, what these purposes would be, and if this would entail data being sent out of the country where it was generated. If this is not so, re-consent procedures must be followed before submitting an application to BaSSREC.
3. If re-consent is not needed, the application must include the fully completed BaSSREC application form or InfoEd application form, the completed checklist and all of the following:
    a. Proof that the study in which the data were generated was ethically cleared (e.g., copy of ethics clearance certificate).
    b. The research protocol of the previous study (and, where relevant, the instruments used to collect the data).
    c. The informed consent documentation of the previous study
    d. A letter of permission from the principal investigator of the original study granting permission for secondary data analysis unless open access.
4. If the data constitute published findings (which will be meta-analysed) or data obtained from reputable research archives/public data-bases then i-iv are not required However, applicants are to provide proof

of permission to use data from reputable archive/data-base, or proof of purchase of such data (i.e., applicants need to prove legitimacy of their access to these data).