

United Kingdom Association of Cancer Registries (UKACR)
UKCIS User Account – Application Form
Application Form
 Data for England, Wales, Scotland & Northern Ireland

IMPORTANT – PLEASE READ

About this form

Please complete sections 1-2 below– this form can be filled in electronically (MS Word), then printed out for applicant & authorising signatures, and posted to your regional cancer registry (contact details overleaf).

Conditions of Use

In applying for access to the UKCIS users must agree to abide by the guidelines from the UK Association of Cancer Registries and the Department of Health (see www.ukacr.org).

It is the responsibility of the authorised user to ensure that potentially disclosive analyses based upon data held within the UKCIS are not made available in the public domain. This includes combinations of analyses that have potential for disclosure by differencing. **Full guidance notes overleaf.**

Data Interpretation

Please consult the cancer registry on the interpretation of data for example, changes in reported incidence rates can sometimes be explained by improvements in recording cancer cases or coding changes, as well as variations in the underlying numbers of cancers.

Publication

If a user plans to make any data or analyses from UKCIS available in the public domain, where the report contains data that may be controversial or potentially disclosive, a draft copy must be sent to the appropriate cancer registry for approval, prior to publication.

Section 1 – APPLICANT DETAILS

Contact Details

Name	
Job Title	
Organisation	
Address (work)	
Telephone	
Email Address	

Declaration Data Release

By signing below, I confirm that I have read and understood the conditions under which data are being released in the UK Cancer Information Service and that I agree to abide by these conditions.

Applicant

Signature	
Date	

Section 2 – AUTHORISATION

Statement in Support of Applicant

I have read and understood the conditions under which data are released through the UK Cancer Information Service. I confirm that the applicant has authorisation to access such data and will treat these data confidentially.

Lead Cancer Clinician/ Director of your Organisation

Name	
Signing Capacity	
Organisation	
Telephone/ email	
Signature	
Date	

Caldicott Guardian/ Regional Director of Public Health

Name	
Signing Capacity	
Organisation	
Telephone/ email	
Signature	
Date	

Appropriate Signatories - Designated Individuals

Wherever possible, a **registered health professional** should sign requests for the access to the UKCIS system. We recognise that people with other training are appointed to some of these posts; for example, Directors of Public Health for some Primary Care Trusts, where they could reasonably be expected to sign.

Cancer Registry Directors should use their discretion as to who should sign, and for some requests, several signatories may be needed. For some purposes, signatories may be specified in Service Level Agreements between registries and particular organisations.

Section 3 – REGISTRY APPROVAL

Registry Use ONLY

I confirm that the applicant has authorisation to access such data & has agreed to treat these data confidentially.

Registry Designated Signatory

Name	
Position	
Signature	
Date	

United Kingdom Association of Cancer Registries (UKACR)

UKCIS User Account – Guidance Notes**Guidance Notes****CONFIDENTIALITY GUIDELINES**

The accompanying form covers the use of potentially identifiable data within the UKCIS by persons who are external to cancer registries. Use this form to apply for a UKCIS account or to change your details.

Please return by post to your regional cancer registry (see right for contact details).

The Need for Guidelines

To provide adequate safeguards for the individuals right to privacy at the same time as preserving the right for his/her fellows to benefit from the knowledge on cancer causation, prevention, treatment and survival that can be obtained from cancer epidemiology.

Seeking further guidance

Further interpretation and explanation of these guidance notes can be obtained by contacting your local cancer registry. More information on the UKACR policies on confidentiality can be found in the references below.

Non-disclosure of potentially identifiable data

Potentially identifiable patient information extracted from the UKCIS will not be released to third parties, or put into the public domain*. This is a strict condition of access to the UKCIS system.

***Public Domain – Definition**

Publication of data on a website and in unrestricted circulations of reports or documents containing data should be regarded as being in the public domain.

As a general rule, the following categories should be regarded as potentially identifiable data for small geographic areas:

1. Any geographic area with a total population less than 60000, which may give population denominators less than 1000 when divided into age and sex specific categories. (The smallest PCT in England has a population of approximately 90000).
2. Any geographic area (e.g. local authority) which, when released, may provide information regarding small population non-contiguous areas ("slivers") when combined with Primary Care Trust information.
3. Any sub-national geographic area when publication in five-year age groups between 0 and 24 years is required. In this age range, particular scrutiny should be paid to tabulations and appropriate aggregations used. (Due to the rarity of cancer in children and young adults, there may be a non-negligible risk of information disclosure by for any geographic area.)

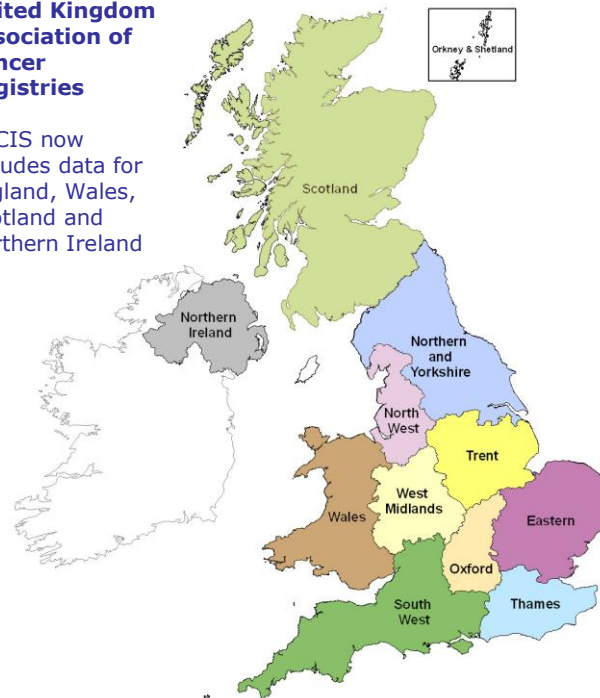
UKACR POLICY**Policies for Data Release**

Full details covering the policies on the release of identifiable information and the release of potentially identifiable information are available from the UKACR website under section *UKACR Guidelines on Confidentiality: Approved Policies* in www.ukacr.org. These policies are part of the documentation submitted to and subject to annual review by the National Information Governance Board (**NIGB**): <http://www.nigb.nhs.uk/>).

NIGB has replaced PIAG, which was established to provide advice on issues of national significance involving the use of patient information and to oversee arrangements created under Section 60 of the Health and Social Care Act 2001 - <http://www.dh.gov.uk/ab/Archive/PIAG/index.htm>

United Kingdom Association of Cancer Registries

UKCIS now includes data for England, Wales, Scotland and Northern Ireland

**Cancer registry contact details (see map above)**

Eastern Cancer Registration and Information Centre (ECRIC), Unit C, Magog Court, Shelford Bottom, Hinton Way, Cambridge CB22 3AD **tel:** 01223 213 627 **fax:** 01223 213 571 **web:** www.ecric.nhs.uk
email: karen.wright4@nhs.net / david.greenberg@nhs.net

Northern & Yorkshire Cancer Registry & Information Service (NYCRIS), Bexley Wing (Institute of Oncology), St James's University Hospital, Beckett Street, Leeds LS9 7TF **tel:** 0113 206 8830 **fax:** 0113 206 8766
email: infoan.nycris@nhs.net **web:** www.nycris.nhs.uk

Northern Ireland Cancer Registry, Centre for Public Health, Queen's University Belfast, Mulhous Building, Grosvenor Road, Belfast BT12 6BJ **tel:** 028 9063 2573 **fax:** 028 9024 8017
email: nicr@qub.ac.uk **web:** www.qub.ac.uk/nicr

North West Cancer Intelligence Service (NWCIS), The Palatine Centre, 63-65 Palatine Road, Manchester M20 3LJ **tel:** 0161 918 7393 **fax:** 0161 446 3590
email: NWCIS.info@nhs.net **web:** www.nwcis.nhs.uk

Oxford Cancer Intelligence Unit (OCIU), 4150 Chancellor Court, Oxford Business Park South, Oxford OX4 2GX **tel:** 01865 334 770 **fax:** 01865 334 794
email: enquiries@ociu.nhs.uk **web:** www.ociu.nhs.uk

Scottish Cancer Registry, Information Services Division of NHS National Services Scotland (ISD Scotland), Area 155, Gyle Square, 1 South Gyle Crescent, Edinburgh EH12 9EB **tel:** 0131 275 6125 **email:** nss.isdCancerStats@nhs.net
web: www.isdscotland.org/cancer

South West Public Health Observatory SWPHO Cancer Intelligence Service (Information Team), First Floor, Grosvenor House, 149 Whiteladies Road, Bristol BS8 2RA **tel:** 0117 970 6474 **fax:** 0117 970 6481
email: eirf@swpho.nhs.uk **web:** www.swpho.nhs.uk

Thames Cancer Registry 1st Floor, Capital House, 42 Weston St, London SE1 3QD **tel:** 020 7378 7688 **fax:** 020 7378 9510
email: tcr@kcl.ac.uk **web:** www.thames-cancer-reg.org.uk

Trent Cancer Registry, 5 Old Fulwood Road, Sheffield S10 3TG **tel:** 0114 226 3576 **fax:** 0114 226 3561
email: sht-tr.TCRInfo@nhs.net **web:** www.empho.org.uk

Welsh Cancer Intelligence & Surveillance Unit, 13th Floor, Brunel House, 2 Fitzalan Road, Cardiff CF24 0HA **tel:** 02920 373 500 **fax:** 02920 502 121
email: please use website form **web:** www.wcis.u.wales.nhs.uk

West Midlands Cancer Intelligence Unit, WMCIU, Public Health Building, University of Birmingham, Edgbaston, Birmingham B15 2TT **tel:** 0121 414 7711 **fax:** 0121 414 7712
email: ciuinfor@wmciu.nhs.uk **web:** www.wmpho.org.uk/wmciu