

Topics	How to ensure clear communications
<b>Core standards</b>	
<b>Making the information readily accessible and easy to navigate</b>	Make it clear on the home page where relevant information about data security and access can be found on the site.
<b>Making the information clear and comprehensible</b>	Involve lay people in writing and checking all materials intended for the public to ensure that the web design and its contents is comprehensible and accessible.
<b>Purpose of data research and potential for public benefit</b>	Studies have repeatedly found that people want and expect their data to be used for public benefit purposes only, so the benefits should be made clear.
<b>Data sources and how data are used</b>	Information about what data is held, how it was obtained, and how it will be used is a necessary requirement.
<b>Criteria for granting access</b>	The criteria that must be met before data is made available to researchers is central to public interest in how their data are used.
<b>Finding out about approved studies, results and publications</b>	Lists of approved studies and, where possible, the outputs of these should be publicly available and accessible.
<b>Enhanced standards</b>	
<b>Who is responsible for data governance and security</b>	How the organisation is structured and who is responsible for dealing with data access requests is potentially useful information for the public.
<b>How data access requests are dealt with</b>	<p>Our previous report recommended that data access requests should be reviewed by independent data access committees with clearly explained procedures.</p> <p>To be truly transparent minutes of committee deliberations should be published and available on data controllers' websites.</p>
<b>Who reviews data access requests</b>	Involvement of members of the public in data access committees helps to build trust, so providing names and biographical details is good practice.
<b>How conditions of data use are monitored and actions taken when breaches are detected</b>	Information about how data use and compliance with contractual obligations is audited and sanctions that are applied if breaches are detected is of interest to some members of the public.