

| Topics | How to ensure clear communications |
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| Core standards | |
| Making the information readily accessible and easy to navigate | Make it clear on the home page where relevant information about data security and access can be found on the site. |
| Making the information clear and comprehensible | 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. |
| Purpose of data research and potential for public benefit | 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. |
| Data sources and how data are used | Information about what data is held, how it was obtained, and how it will be used is a necessary requirement. |
| Criteria for granting access | The criteria that must be met before data is made available to researchers is central to public interest in how their data are used. |
| Finding out about approved studies, results and publications | Lists of approved studies and, where possible, the outputs of these should be publicly available and accessible. |
| Enhanced standards | |
| Who is responsible for data governance and security | How the organisation is structured and who is responsible for dealing with data access requests is potentially useful information for the public. |
| How data access requests are dealt with | <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> |
| Who reviews data access requests | Involvement of members of the public in data access committees helps to build trust, so providing names and biographical details is good practice. |
| How conditions of data use are monitored and actions taken when breaches are detected | 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. |