

FFFAP Data Bundle

Guidance for submitting data application requests

Version 1.0 October 2018



**Royal College
of Physicians**

Falls and Fragility Fracture
Audit Programme

Level One: Request for non-public national data and hospital site data

- I want to work with data from FFFAP, I've reviewed the data online and the data I need is not available there:
- Please refer to the FFFAP Expression of Interest form which is available in the downloads section: <https://www.rcplondon.ac.uk/guidelines-policy/applying-work-falls-and-fragility-fracture-audit-programme-data>
- Please look at our example applications (contact fffap@rcplondon.ac.uk for requests); is your application a high medium or low complexity application?
- There will be a cost incurred for the data extract which is based on the complexity of the application and time required (contact fffap@rcplondon.ac.uk for further information)
- If your application is for aggregated non-public national, regional or CCG level data, you can request this information using an 'Information Request Form' which is available via HQIP here: <https://www.hqip.org.uk/national-programmes/accessing-ncapop-data/#.W9diwJP7RPY>
- If your application is for aggregated non-public site level data, you will be required to complete a Data Access Request Form (DARF) and follow the process highlighted in the introductory webpage here: <https://www.rcplondon.ac.uk/guidelines-policy/applying-work-fffap-data>
- Ensure a signed DSA is in place once the process is complete.



Level Two: Request for non-public unlinked anonymised patient level data

- Examples of medium complexity applications are available on request
- A cost will be incurred for the data extract which is based on the complexity of the application and time required (contact us at fffap@rcplondon.ac.uk for further information)
- When you have consent to use the data, you may need to apply for section 251 approval. Section 251 is an agreement with the Health Research Authority which enables organisations collecting data which is non-research to collect data without consent in specific circumstances where there is a public benefit- go to the website here: <https://www.hra.nhs.uk/approvals-amendments/what-approvals-do-i-need/confidentiality-advisory-group/> to find out if you will need a section 251 approval
- To find the data you need, go the relevant data specification sheet, a link to each data specification sheet for FFFAP workstreams can be found below. The data specification sheet will provide you with the data item number and a description of what the data item includes.
- Consider whether or not you need patient identifiable information, requests for identifiable information are much more complex and will take longer. If you have asked for date of birth, would age be sufficient? If you have asked for postcode, would lower super output area be sufficient?
 - Data Specification NHFD can be found [here](#)
 - Data Specification FLSDB can be found [here](#)
 - Data Specification NAIF can be found [here](#)



Level Three: Request for unlinked data from FFFAP Database (NHFD with FLSDB or NAIF or FFFAP sprint audit data)

- Examples of high complexity applications are available on request, by emailing fffap@rcplondon.ac.uk
- There will be a cost incurred for the data extract which is based on the complexity of the application and time required, this includes cost for support with section 251, DARS and FFFAP administrative costs (contact fffap@rcplondon.ac.uk for details)
- When you have consent to use the data, you may need to apply for section 251 approval. Section 251 is an agreement with the Health Research Authority which enables organisations collecting data which is non-research to collect data without consent in specific circumstances where there is a public benefit- go to the website here: <https://www.hra.nhs.uk/approvals-amendments/what-approvals-do-i-need/confidentiality-advisory-group/> to find out if you will need a section 251 approval
- Once you have completed all the relevant and necessary applications (DARS/section 251/other), you will be sent a DSA which is your agreement for the provision of your requested data.



Level Four: Request for linked data to external dataset (ONS, HES, PEDW and other organisations)

- Examples of high complexity applications are available by contacting fffap@rcplondon.ac.uk
- There will be a cost incurred for the data extract which is based on the complexity of the application and time required, this includes cost for support with section 251, DARS and FFFAP administrative costs - contact us for further information
- When you have consent to use the data, you may need to apply for section 251 approval. Section 251 is an agreement with the Health Research Authority which enables organisations collecting data which is non-research to collect data without consent in specific circumstances where there is a public benefit- go to the website here: <https://www.hra.nhs.uk/approvals-amendments/what-approvals-do-i-need/confidentiality-advisory-group/> to find out if you will need a section 251 approval
- Applying for ONS linked data: to obtain ONS data you need to be an approved ONS researcher, information about training to become approved can be found [here](#)
- Once you have completed all the relevant and necessary applications (DARS/section 251/other), you will be sent a DSA which is your agreement for the provision of your requested data.
- If you are requesting identifiable data consider what is essential and what might be a suitable alternative, requesting date of death is very difficult to obtain, a more feasible alternative might be death status at a specified time point

