**Guidelines for the use of affiliation agreements with researchers with access to register data at Statistics Denmark [and The Danish Health Data Authority if applicable]**

Department of [Insert name]

**Introduction**
The Department of [Insert name] provides access to data from Statistics Denmark [and The Danish Health Data Authority if applicable] hosted on our servers at Statistics Denmark [and The Danish Health Data Authority if applicable] to a number of researchers. The Department of [Insert name] at Aarhus University is the data controller.

The Department operates with several types of agreements that can provide the necessary legal framework for data access. The aim of the affiliation agreements is [Describe the purpose of the affiliation in general terms based on managing decisions of the department, e.g. to allow previous employees to finish their on-going projects and to ensure that important research collaborations with key researchers can be continued or initiated.] The purpose of the affiliation agreement is to secure a legal framework for data access by natural persons, thus data access to a legal entity can only be granted by disclosure to a data controller/joint controllers or transfer to a data processor.

The affiliation agreement does not constitute a legal basis for transfers of personal data to third countries or international organisations, thus the agreement can only be applied to natural persons within the territorial scope of GDPR.

This document outlines the guidelines for use of affiliation agreements, to be accompanied by a cooperation agreement that determines and details the research contents of the collaboration.

**Affiliation agreements**
The following categories of researchers may qualify for an affiliation agreement [Please specify the precise criteria the department has decided the researcher shall meet to obtain an affiliation agreement, the following is only for the inspirational purpose]:

1. Previous employees at the Department of [Insert name]
	* Criteria
		1. Duration of full-time employment must be around 2 years or more
		2. The access is mandatory to terminate an on-going research project
2. Researchers who are (or whom we wish to be) tightly connected with the department through their research-related activities
	* Criteria (not all need apply)
		1. Active research collaboration with several members at the department
		2. Several previous or planned visits to the department
		3. Previous or planned contribution to the research environment at the department (e.g. through the teaching of Ph.D. courses, participation in workshops, seminars, etc.)
		4. The department has a strategic interest in collaboration with the researcher

The affiliation agreements are limited to the duration of the purpose of data access and typically entered for a period of no longer than two years, after which the agreement may be renewed if the head of department approves a renewal.

The relevant research projects should be clearly defined in the cooperation agreement, and new projects are not to be initiated unless they are covered by the affiliation agreement.

Under extraordinary circumstances, the head of department can, on recommendation by the [If applicable insert name/body], offer an affiliation agreement to a researcher if the head of the department deems the affiliation to be of substantial value to the department.

**Application process:**
To apply for an affiliation agreement, the researcher must submit an application to [Insert name/body], including the following contents:

1. Motivation for the application (brief)
2. Arguments for the applicant’s qualification for an affiliation agreement based on the criteria mentioned above (along with any relevant documentation)

A list of the projects (including titles, co-authors, and the current status and timeline for completion of the single project). The latest draft(s) of the relevant paper(s) should also be attached. Based on the application, the [Insert name/body] will submit a recommendation to the head of department, who will decide whether or not the researcher should be offered an affiliation agreement.