Information for External Researchers Applying for Access to TSA Resources, Data or Privileged Information

Applying for access to data or resources

External researchers are required to apply for access to The Salvation Army (TSA) data or to access resources of TSA, including staff time or involving staff and clients as participants in research. External researchers include TSA staff who may be studying towards a higher degree or collaborating with any external agency on a research project.

It is the principal researcher's responsibility to ensure that the process described below is followed.

1. Read the TSA Policy for External Researchers' Access to Resources or Data available on the TSA website. This outlines the TSA's Policy for providing access to its data, resources or privileged information, including relevant legislation and protocols, the principles governing this access, and the requirement for external researchers to enter into a TSA Research Agreement. The Policy applies to all external researchers who request access to TSA data and resources.

    TSA may additionally require, before granting research approval and entering into a Research Agreement, that members of the research team undergo vetting checks. Individual researchers failing the vetting standard may only be granted access at the discretion of the Research and Evaluation Analyst in consultation with the TSA executive.

    An application to access data assumes researchers agree to comply with the TSA and the specific terms and conditions set out in the Research Agreement.

2. Check the availability and content of the dataset(s) of interest. This involves:

    a. Consulting TSA Research and Evaluation staff to determine whether a dataset is available;

    b. Checking any information provided about the dataset (e.g. the questionnaire and/or any methodology) to ensure that the data are available to support the proposed research.

3. Check the fit between the proposed research and the purposes for which the data were collected to ensure that these are not inconsistent (see Policy Principle 2 – Purpose).

4. Check that criteria for researcher access to the dataset are met (see Policy Principle 3 – Engagement with researchers).

5. Contact TSA Research and Evaluation staff with any queries.

6. There is no application form to fill out, but the application should consist of:

    a. Research proposal describing the research design, methodology, confirmation of relevant ethics committee approval and specific details of TSA resource needed

    b. including estimates of the amount of TSA staff time involved.

    c. CV for the principal researcher.

d. Declaration signed by an authorised delegate of the organisation, who is not one of the researchers, indicating support for the research and confirming that the researchers will abide by the terms and conditions of access.

e. Any other relevant background material.

7. Send the application documents to TSA research@salvationarmy.org.nz

Application consideration and approval

Upon receiving the application documents from an external researcher, TSA will undertake the following steps.

1. Acknowledge receipt of the application and advise the applicant approximately how long the decision process is likely to take.

2. Consider whether the application is consistent with the principles in the Policy. Also considered will be:

    a. A decision on suitability of the applicant to carry out the research

    b. Dataset availability

    c. Compliance with purpose and researcher criteria

    d. Likely quality (of outputs)

    e. Security or confidentiality concerns.

3. TSA must balance public interest in the activities of TSA with the obligation to provide data to those who request it. TSA has first priority for using the data. Priority for data access will also be given to researchers from organisations who have worked in partnership with TSA in the management or collection of the relevant data. While these priorities need to be considered, our obligation is to provide access to the data, where appropriate.

4. Advise the principal researcher of the outcome. The TSA may additionally require, before granting research approval and entering into a Research Agreement, that members of the research team undergo a vetting check.

5. If the application is successful, provide the Research Agreement to be signed by the principal researcher, all researchers, and a representative of the principal researcher's organisation.

    If the application is unsuccessful, the principal researcher may resubmit an amended application.

Anyone who wishes to comment or provide feedback on their experiences with the application and the Policy may do so by way of email to: research@salvationarmy.org.nz