

## **Administrative Fee Recovery Policy for the N. Ireland Cancer Registry (NICR)**

This policy applies to requests received by the N. Ireland Cancer Registry (NICR) that require new analysis to be undertaken. Some of these are complicated and time consuming and their completion is dependent upon available resources given that priority goes to core business activities for which the NICR receives funding from the Public Health Agency for Northern Ireland (PHA). Depending upon the resource required to undertake such an information request a charge may be applied to recover costs. Requesters will also have to complete the relevant forms for release of such data to ensure compliance with the strict confidentiality rules observed by the NICR. (See NICR Data Release Forms I to V).

These charges will not normally apply to those consumers in the HSC NI family, the Department of Health, Assembly questions or media as the Public Health Agency funding is considered to cover these activities. However, if the request is deemed to be above the normal duties of the NICR or entails significant resources a charge may be applied.

Charges will apply to commercial/private sector, charities and researchers including those from Queen's University Belfast.

### **Exemptions**

The following data requests will normally be provided without charge:

- Data requests received from sources which provide data or funding to the NICR, eg PHA, hospital Trusts, (provided that rules on patient confidentiality are maintained).
- Genetic requests.
- Data requests which take less than one hour
- Data requests required for participation in International or European studies e.g. Eurocare, CONCORD, Cancer Incidence in Five Continents.

We do not charge for the time taken to discuss the exact information requirements, to determine whether we hold the information requested or for the time it takes to decide whether the information is available and can be released.

For all other types of data requests a charge is applied as per the schedule below.

### **Charges**

In the event that we decide to impose a charge we will discuss this with the source of the data request and formally indicate the resource required to provide the data request. If the requestor decides not to proceed with the request there will be no charge applied.

Costs are broken down as follows: (VAT if applicable is additional to these)

- Extraction fee - £100
- Data linkage via Health & Care number (HCN) - £150
- Data linkage where HCN is unavailable - £300 for less than 1,000 records, £400 for 1,000 to 4,999 records, £500 for 5,000 or more records
- Use of facilities 1 year - £200
- Staff time will be charged at the full costs per hour to include salary, NI, pension, overheads etc.

If, however the request is part of a large research project and requires the employment of additional staff then the full cost of the additional staff will be passed on to the research project in question – this cost will be highlighted and agreed in advance.

The final decision on whether to apply charges or accept a data request is subject to management discretion.

All charges are subject to review on an annual basis.

### ***Definitions***

A person day = 7.4 hours i.e. if the projected effort required is 14.8 hours this equals 2 person days.

### **Submission of Requests**

Data requests should be submitted on the appropriate request form (See NICR Data Release Forms I to V). The forms are available on the NICR website [www.qub.ac.uk/nicr](http://www.qub.ac.uk/nicr)

Applications will be considered by the senior Registry Team within 10 working days of application being received.

Information on the number of requests and relevant costs will be included in annual business plans of the NICR.

**Approved at the NICR steering group meeting of 9<sup>th</sup> January 2018**