

# Requesting Data from the Violence-related Injury Surveillance System

## *Procedures*

1. The requester issue a Statement of Request for Data according to the given example and send to the Approval Board for Usage of Data in the Violence-related Injury Surveillance System via email (E-mail address: deepsouthvis@gmail.com) or fax (66 73 334088) and attach the project proposal in Thai or English by stating the following:

- Project title
- Significance, principles, and rationale of the project
- Objectives of the project
- Objectives of using the data in the project
- All the variables that will be studied, and specify the variable(s) requested
- Approach in data analysis
- Expected benefits from the project
- Dissemination of research results
- Biography of the Principal Investigator and the project members

In the Statement of Request, please state the following:

- The copyright in the requested data belongs to the Ministry of Public Health of Thailand and Prince of Songkla University and shall not be revealed to any other party that is not involved with the project stated in this document, and this data shall not be used for any commercial purpose.
- In dissemination of study results, the source of data shall be specified as "Deep South Violence-related Injury Surveillance System of the Ministry of Public Health of Thailand and Prince of Songkla University"
- In publication of the study results, there must be at least 1 representative from the Deep South Violence-related Injury Surveillance System Project,

as proposed by the Approval Board, as a co-author in the publication of the stated study results, and the Ministry of Public Health of Thailand and Prince of Songkla University shall have joint copyright in the publication process

- If there is any expense which arises from proceeding according to the Request for Data, the Principal Investigator shall be responsible for such expense as deemed appropriate by the Approval Board

The Principal Investigator and the Head of the Organization of the Principal Investigator shall provide their signature in the Request.

2. The Approval Board shall consider the Request for Data within 2 weeks, with priority given to projects that will benefit the local area. After consideration, the coordinator shall notify the result to the requester. If the Board decides to approve the usage of data, the coordinator shall deliver the data to the requesting party within the following 2 weeks, and the requesting party shall examine the data received and provide feedback to the coordinator within the following 2 weeks.
3. For data that have been requested, the Approval Board shall have the rights to allow others to use the same data

#### *Foreign Requester*

1. Proceed according to Steps 1-3 in the same manner, while also attaching personal and institutional identifications for the Requester, the Principal Investigator, and the Head of the Organization of the Principal Investigator
2. Issue the study results in Thai or English in 6 copies and send to the coordinator, and allow the Ministry of Public Health of Thailand and Prince of Songkla University to have joint copyright in publishing the results in Thailand

# Approval Board for Usage of Data in the Violence-related Injury Surveillance System

1. Mrs. Saengchom Kerdklai, Public Health Officer 7, Bureau of Epidemiology, Ministry of Public Health
2. Col.Assist.Prof. Ram Rangsinth, Lecturer, Department of Military and Community Medicine, Pramongkutklao Medical College
3. Dr. Suthep Wacharapiyanant, Director, Southern Health Development Administrative Center
4. Dr. Suvich Dhammapalo, Medical Officer 8, Office of Disease Prevention and Control 12, Songkhla Province
5. Dr. Metta Kuning, Academic Director, Deep South Coordination Center
6. Dr. Vorasith Sornsrivichai, Lecturer, Epidemiology Unit, Faculty of Medicine, Prince of Songkla University

## *Duties*

Consider requests for data usage within 2 weeks after the coordinator receives the request, by considering the following:

- Significance, principles, and rationale of the project
- Objectives of using the data in the project
- Expected benefits from the project
- Confidentiality level of the requested data
- Status and biography of the party requesting the data

Priority shall be given to projects that will benefit the local area, and approval of more than half of all Board members is required.