**https://www.cancer.nsw.gov.au/about-cancer/document-library/data-access-policy**

**Data access policy**

**Cancer Institute Tobacco Tracking Survey (CITTS) Data Access Policy**

**Version 1.0**

**1. Introduction**

1.1. Overview

The Cancer Institute NSW recognises the benefits from and encourages use of the Cancer Institute Tobacco Tracking Survey (CITTS) data for the public good. This Data Access Policy has been developed to support making available the CITTS data.

1.2. Background

1.2.1. History of the CITTS

A major goal of the NSW Cancer Plan in the area of tobacco control is to reduce the incidence of cancer through reducing smoking prevalence in NSW.  Social marketing campaigns are one of many strategies undertaken to achieve this goal. Under the Plan, the Institute assumes primary responsibility for mass media campaigns in the area of tobacco control.

The NSW Tobacco Strategy 2012–2021, guides and supports a coordinated approach to Tobacco Control in NSW with the aim of reducing smoking prevalence; and in particular details that the Institute is the responsible agency in NSW for undertaking anti-tobacco social marketing campaigns and providing services to help NSW smokers quit smoking.

Since 2005, the Institute has implemented a large number of campaigns with the aim of promoting cessation among people who smoke in NSW.  The CITTS has been undertaken since 2005 to evaluate the effectiveness of various anti-tobacco campaigns in terms of overall campaign awareness and impact; and to monitor smoking and quitting-related cognitions and behaviours among people who smoke or have recently quit in NSW.

1.2.2. CITTS Methodology

The CITTS is a cross-sectional continuous tracking survey of adult smokers and recent quitters (quit in the last 12 months) that is conducted for up to 50 weeks a year. Currently, 40 smokers or recent quitters recruited using a dual frame (listed and random digit mobile numbers) sampling frame are interviewed each week throughout the year.

The data collection for CITTS is performed by a contracted market research agency on behalf of the Cancer Institute NSW.

1.2.3. CITTS Data Custodian

The data custodian for the CITTS is the Manager, Business Intelligence and Information Systems, Cancer Screening and Prevention.

1.2.4. Ethics approval for the CITTS

The CITTS was originally reviewed and approved by the NSW Population and Health Services Research Ethics Committee in 2010 [HREC/10/CIPHS/13].

**2. CITTS Data File**

2.1 Data modules

The CITTS data is accessible via four modularised data files:

1. Demographics – excludes postcode, Aboriginality, specific language spoken at home and sexual orientation
2. Campaign Recall
3. Campaign Recognition and Diagnostics
4. Smoking and Quitting

2.1. Data items/measures

A data dictionary is available for each modularised data file. Data files will be made available in CSV format. Changes to the survey over time and quality caveats are included to assist with interpretation of the data.

**3. Data Access Process**

3.1. Application

Users will be required to complete a data request form for access which will be referred to the data custodian for approval. Information regarding data access including a copy of the request form is available on the Cancer Institute NSW website [www.cancer.nsw.gov.au](https://www.cancer.nsw.gov.au/research-and-data/cancer-data-and-statistics/request-unlinked-unit-record-data-for-research/cancer-institute-tobacco-tracking-survey-citts)

Depending on the nature of the request, approval from the NSW Population and Health Services Research Ethics Committee may also be required.

3.2. Approval

Applications for access to the CITTS data will be processed upon the receipt of confirmation of ethics approval (if required) and approval by the data custodian.

3.3. Data availability/release

The CITTS modules: Demographics; and Smoking and Quitting will be updated every six months until the collection ceases. They will be released according to the following schedule:

* 30 April - which will include data from July to December of the previous year; and
* 31 October - which will include data from January to June of the same year.

Data relating to the modules on: Campaign Recall and Campaign Recognition and Diagnostics will be released according to the following schedule:

* 31 October - which will include data from January to December of the previous year.

Data will be provided to users through the Cancer Institute NSW Secure File Sharing System.

**4. Terms and conditions**

The conditions for disclosure of the CITTS data include, but are not limited to:

1. 1. The data are to be used only for the project for which they were requested and must not be provided to any third party;
2. 2. Where approval is subject to the approval of a human research ethics committee, the project is carried out in accordance with the approved ethics application and all subsequent amendments;
3. 3. The data are to be kept in a secure physical and electronic environment that is accessible only by persons directly involved in the project;
4. 4. The data are to be destroyed upon completion of the project or if subject to the approval of a human research ethics committee, after the period prescribed by that committee;
5. 5. A confidentiality undertaking will be completed prior to the information being released;
6. 6. The Cancer Institute NSW is to be acknowledged in any publication or report that arises from the use of the data;
7. 7. A copy of any publication or report is to be provided to the Cancer Institute NSW at least two weeks prior to public release, emailed to CINSW-ScreeningAndPreventionData@health.nsw.gov.au
8. 8. The data will not be matched with information on individuals from another source;
9. .9 No attempt will be made to identify individuals in the data and individuals will not be identified in any publication or report.

**5. Charges**

Standard access to the CITTS data including subsequent releases will be free of charge. Access requiring further time or resources will be charged in accordance with the Cancer Institute NSW charging policy.

**6. Support and advice**

All queries about the CITTS data should be directed to CINSW-ScreeningAndPreventionData@health.nsw.gov.au