



**SAFEPOD
NETWORK**

S E C U R E D A T A A C C E S S

SafePoint Information and Application Procedures

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Updates to this document will be summarised in the table below.

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SafePoint indicative financial grant and purchase processes

1. Definitions

- **Data access:** the connection between a SafePoint and a Data Centre which provides a Researcher with access to a Data Centre's data.
- **Policy and Terms for SafePoint Ownership:** this document which provides the policy requirements for an organisation to host a SafePoint.
- **Researcher:** a person that analyses data for research purposes using a SafePoint.
- **SafePod Network (SPN)** - the service run by the University of St Andrews which provides an independent UK network of standardised safe settings for use by Researchers and Data Centres.
- **SafePod Network Organisation:** an organisation that has purchased and installed a SPN service, such as a SafePod or SafePoint.
- **SafePoint:** a room approved by the SPN which meets SafePoint Room criteria and contains a SafePoint Desk for secure access to data.
- **SafePoint Desk:** a SPN custom built desk to enable secure data access, either a SafePoint Single Desk or SafePoint MultiDesk. Includes a high barrier screen, CCTV camera, secure cupboard for storage of SPN services, and a SafePoint Motion Sensor.
- **SafePoint Hub:** a SafePoint Room containing more than one SafePoint Desk.
- **SafePoint Room:** a room that meets the SPN physical security criteria and contains a SafePoint Desk for secure data access.
- **SafePoint MultiDesk:** a SPN custom built desk to provide secure access to data. Provides two independent single desks and can be changed into one large desk to enable collaborative research which supports up to four researchers working on the same project.
- **SafePoint Single Desk:** a SPN custom built desk to provide secure access to data. Supports up to two researchers working on the same project.
- **Senior Responsible Person:** a person at a SafePod Network Organisation that has overall responsibility for the management of their SPN Services.

End of definitions

2. Document purpose

This document provides organisations with information about SafePoint including application procedures and purchase options.

This document will be updated when required. For clarification on the information in this document contact the SafePod Network (SPN).

3. About the SafePod Network

3.1. Introduction

The SafePod Network (SPN) provides standardised safe setting services (known as SafePods and SafePoints) across the UK to provide researchers with secure access to Data Centres administrative and other sensitive data for research purposes.

The SPN comprises of:

- A network of SPN services based primarily within higher education institutions across the UK to provide researchers with secure access to data for research.
- A website to provide information about the SPN and bookings for SPN Services.
- Standardised policies and procedures for the operation and management of SPN Services.
- Local teams of Coordinators that manage SPN Services in line with policies and procedures.
- A secure IT system housed within SPN Services that provides access to data from Data Centre's Trusted Research Environments.
- A CCTV service to enable Data Centres to view and monitor activity from SPN Services.
- A Support Service to assist with SPN enquiries.
- An Advisory Board to plan and make decisions on the long-term objectives of the SPN.

The SafePod Network is managed by the Scottish Centre for Administrative Data Research and is funded by the Economic and Social Research Council

3.2. SPN objectives

The objectives of the SafePod Network are:

- To develop, provide and maintain standardised safe setting facilities for secure access to Data Centre's data for public benefit research.
- To significantly improve the quantity and diversity of public benefit research by providing researchers with equitable and local secure access to data across the UK.
- To improve and widen the sharing of data held by Data Centres across the UK for public benefit research.

3.3. SPN major benefits

The major benefits of the SafePod Network are as follows:

- **Security controls ready:** SPN Services meets the necessary security control requirements required by Data Centres for secure access to their data.
- **Improved research opportunities:** SPN Services can be installed at a Researcher's Organisation, enabling Researchers greater opportunities to apply for and use data for research.
- **Multi-access data platform:** SPN Services provide Researchers with access to data from different Data Centres Trusted Research Environments.
- **Simplicity:** SPN Services offers organisations a simple plug in safe setting solution for secure data access.
- **Scale and speed:** SafePoint can be set up quickly, enabling any approved research organisation to have a ready-made standardised safe setting.
- **Collaborative research:** SafePoint can enable up to four researchers to work collaboratively on their research.
- **Widens data access:** SPN Services provide Data Centres with a standardised, secure and flexible solution to share their data more widely for research.
- **Future proofed:** SPN Services are future proofed to enable secure data access using a variety of hardware and connection solutions.
- **Flexibility:** An organisation can use SPN Services for their own confidential research projects (subject to approval).

3.4. Further information

For more information about the SafePod Network visit www.safepodnetwork.ac.uk.

4. About SafePoint

4.1. Introduction

SafePoint is a new development from the SafePod Network to provide a low cost, scalable and standardised safe setting to organisations that require secure access to data for research. SafePoint includes similar security controls to a SafePod.

A SafePoint comprises of:

- **A SafePod Network approved room**
This must be within an organisation's building and meet SPN security and physical requirements as detailed in the Policy for SafePoint Ownership document.
- **A SafePoint Desk**
This is a SPN custom built desk within a SafePoint Room that provides the security controls and IT system for remote access to data.

4.2. SafePoint Desks

There are two SafePoint Desk models. A SafePoint MultiDesk and a SafePoint Single Desk.

SafePoint MultiDesk

The SafePoint MultiDesk is suitable for organisations that require more than one secure data access point for research, or where there is a need for collaborative working on a research project.

The SafePoint MultiDesk has two modes and can be operated as either:

- Two independent desks divided by a partition. This supports up to two researchers each side working on different research projects.
- One large collaboration desk. The partition can be electronically lowered to transform the desk. This enables up to four researchers to work on the same research project together. Collaboration can be across the desk or monitors can be swivelled to allow Researchers to work closely together at the end of the desk.

The SafePoint MultiDesk includes screen barrier, electronic partition, motion sensor (for protecting information on the screens), CCTV system and large 34" double monitors.



Figure 1: Picture of the SafePoint MultiDesk - single desks set up mode.



Figure 2: Picture of the SafePoint MultiDesk - collaboration desk set up mode. The partition is electronically lowered into the desk.

SafePoint Single Desk

The SafePoint Single Desk is suitable for organisations that require a dedicated secure data access point for one or two researchers. The SafePoint Single Desk includes screen barrier, height adjustment, secure cupboards, motion sensor (for protecting information on the screens), CCTV system and large 34" double monitors.



Figure 3: Exterior of a SafePoint Desk.



Figure 4: Interior of a SafePoint Desk.

4.3. SafePoint security

Security for both SafePoint Desk models include:

- Standardised room, door and desk requirements for access to data.
- Desk screen barrier to prevent oversight risk.
- Locked secure cupboard for storage of SPN IT equipment.
- Researcher locker.
- CCTV camera for monitoring activity.
- Monitor security system to protect information on the display.
- Retractable barriers to help prevent unauthorised access to a SafePoint Desk.

SafePoint Desks also include 2 large monitors, a writing panel for making temporary notes, height adjustable desk (Single Desk only) and a locker for the storage of a Researcher's possessions.

4.4. SPN IT System

A hardened SPN IT system is stored securely into a SafePoint Desk. The IT system provides a secure remote link to a Data Centre's Trusted Research Environment to enable a Researcher to access their project data. A menu page on the monitor provides Data Centre connection options.

4.5. SafePoint local management

A SafePoint is governed by a Senior Responsible Person and managed by a team of Coordinators in line with SPN policies and procedures at a SafePod Network Organisation. Coordinators must have a background checked (including a disclosure check) completed and passed training in SPN policies and procedures.

4.6. SPN policies and procedures

A suite of standardised policies and procedures govern the setup, use and management of SafePoint, which must be followed by a Senior Responsible Person and Coordinators at a SafePod Network Organisation.

4.7. SafePoint manufacture

SafePoints are manufactured to the highest quality standards. The SafePoint Desk Supplier has been awarded the Manufacturing Guild Mark.



5. Data access from a SafePoint

There are two options for a Researcher to access data from a SafePoint for research purposes.

5.1. Data access from SafePod Network Data Centre partners

A Researcher will be able to access their project data from Data Centre partners that have joined the SafePod Network and approved access to their data from SafePoints. This includes both the Office for National Statistics and the UK Data Service.



A list of other SPN Data Centres currently providing access to their data from SafePods is available at <https://safepodnetwork.ac.uk/data-centres>.

5.2. Other data access options from a SafePoint

A SafePoint is future proofed for different solutions for secure data access. A SafePoint can also be used:

- For access to data collected as part of an internal research project at a SafePod Network Organisation, and which requires secure access.
- For access to data collected by other organisations as part of an internal research project at a SafePod Network Organisation, and which requires secure access.

Where one of the above options is required then the data access solutions, conditions of access and booking procedures will be advised and approved by the SafePod Network.

6. Required reading

Before making a SafePoint application, organisations must fully familiarise themselves with the responsibilities, resources and requirements for a SafePoint installation, operation and management.

Full details on this are contained in the 'Policy for SafePoint Ownership' document.

7. SafePoint purchasing options

There are three options for purchasing a SafePoint, all subject to application. These are:

- SafePoint ESRC grant funded model (section 7.1.)
- SafePoint ESRC grant costed model (section 7.2.)
- SafePoint outright purchase model (section 7.3.)

7.1. SafePoint ESRC grant funded model

Under this model the Economic and Social Research Council will part fund a SafePoint Desk at 50% and fund 100% of its running costs.

As a condition of this funding, an organisation must make its SafePoint open for use by Researchers that are **both internal and external** to their organisation.

The cost to an organisation for purchase under this model will depend on (a) the choice of SafePoint Desk and (b) existing demand for data access. Indicative costs are as follows:

- **SafePoint Single Desk:** An indicative contribution of £6,000 is required from an organisation. A grant is awarded to the organisation for the remaining funding needed to support the purchase of the desk, hardware, furniture and running costs.
- **SafePoint MultiDesk:** An indicative contribution of £9,000 is required from an organisation. A grant is awarded to the organisation for the remaining funding needed to support the purchase of the desk, hardware, furniture and its running costs.
- **SafePoint MultiDesk (enhanced funding):** An indicative contribution of £6,000 is required from an organisation. A grant is awarded to the organisation for the remaining funding needed to support the purchase of the desk, hardware, furniture and its running costs. A limited number of grants will be offered under this model to organisations that can evidence a high demand for data access and a need for collaborative working on research projects.

SafePoint Desk delivery and installation costs

The full delivery, installation and VAT costs for a SafePoint Desk are the responsibility of an organisation. Contact the SPN for a quote under this model.

Modification costs

Any costs for modification to meet SafePoint requirements are the responsibility of an organisation.

Application assessment

Under this model, an organisation will need to confirm through the application procedure that they can meet all the responsibilities, resources and requirements for the installation, operation and management of a SafePoint.

Assessment will also consider individually (a) the existing demand for data access at an organisation or local area, (b) evidence of future demand for data access at an organisation or local area, (c) a need for collaborative working on research projects and (d) the geographical location of an organisation for making data access available in their area.

SafePoint grant funding agreement

The award of a SafePoint funding grant will be subject to non-negotiable terms and conditions for funding and ownership.

7.2. SafePoint ESRC grant costed model

Under this model, an organisation can make an application for a SafePoint to be costed into a suitable ESRC Research grant application, where access to secure data is required for the research proposal. A successful application will provide an organisation with a SafePoint **dedicated** to their ESRC research project use. For the avoidance of doubt, there is **no requirement** for an organisation to make their SafePoint available to any other Researcher outside of their ESRC research project.

Organisations can cost for either a SafePoint Single Desk or SafePoint MultiDesk. For a SafePoint MultiDesk, a strong justification must be provided as follows:

- A requirement for 3 or 4 researchers to collaborate on the research project; and / or
- A requirement for two separate desks for researchers to work independently on the research project.

Before applying for a SafePoint, organisations should read the ESRC Research Funding Guide which contains information on their funding including how to cost for equipment. The guidance is available from here:

<https://www.ukri.org/publications/esrc-research-funding-guide>

SafePoint Desk delivery and installation costs

The full delivery and installation costs for a SafePoint Desk must be costed into the ESRC research grant application.

Indicative quote for SafePoint cost

Contact the SPN for further information and an indicative quote. Quote requests will include the SafePoint Desk, hardware, furniture, delivery, installation and two year running costs. After this period has ended, an organisation will need a Service Level Agreement in place with the SafePod Network to cover their SafePoint's running costs on a two year renewable basis. Therefore, when submitting costings for a SafePoint to the ESRC, an organisation should factor in indicative SafePoint running costs (including for inflation) for the duration that they require a SafePoint for their research project. The quote is subject to change, for example where there is a period between the indicative quote and an organisation wishing to go ahead and purchase a SafePoint.

Quote requests must be submitted in good time to the SafePod Network prior to your ESRC research grant application deadline.

Modification costs

Any costs for modifications to meet SafePoint requirements are the responsibility of an organisation.

Application assessment

Under this model, an organisation will need to confirm through the application procedure that they can meet all the responsibilities, resources and requirements for the installation, operation and management of a SafePoint.

An organisation must also provide justification that a SafePoint and secure data access is required to undertake the research project. Once this has been completed, then final approval for a SafePoint to be costed into the research grant application will be confirmed by the ESRC.

SafePoint ESRC grant costed agreements

The award of a SafePoint ESRC grant will be subject to non-negotiable terms and conditions for purchase and ownership.

7.3. SafePoint outright purchase model

Under this model, an organisation can make an application for a SafePoint to access data for their own research purposes. Contact the SPN to discuss feasibility and suitability in the first instance.

Organisations can cost for either a SafePoint Single Desk or SafePoint MultiDesk.

SafePoint costs

The full costs for a SafePoint including the chosen desk, hardware, furniture, delivery, installation and running costs are the responsibility of an organisation.

Indicative quote for SafePoint cost

Contact the SPN for further information and an indicative quote. Quote requests will include the SafePoint Desk, hardware, delivery, installation and two year running costs. After this period has ended, an organisation will need a Service Level Agreement in place with the SafePod Network to cover their SafePoint's continuing running costs on a two year renewable basis. The quote is subject to change, for example where there is a period between the indicative quote and an organisation wishing to go ahead and purchase a SafePoint.

Modification costs

Any costs for modifications to meet SafePoint requirements are the responsibility of an organisation.

Application assessment

Under this model, an organisation will need to confirm through the application procedure that they can meet all the responsibilities, resources and requirements for the installation, operation and management of a SafePoint.

Assessment will also cover (a) the types of data that will be required for secure access from a SafePoint and (b) the proposed research topics expected to be undertaken from a SafePoint.

SafePoint outright purchase agreements

The award of a SafePoint outright will be subject to non-negotiable terms and conditions for purchase and ownership.

7.4. Indicative financial grant and purchase process

Please refer to Appendix A for the indicative financial grant and purchase process for each SafePoint purchasing option.

8. SafePoint Hubs

Typically, an organisation would have one SafePoint Desk in a room to provide secure data access for research.

If an organisation needs to provide more than one SafePoint Desk in the same room to support their research needs, then a Hub can be created to provide this facility, providing a suitable sized room that meets SafePoint requirements has been identified.

Where required, a partition can be built by the SPN in a room to segregate a Hub from the rest of the room.

Contact the SPN for further information and guidance on SafePoint Hubs.

9. SafePoint application and assessment

9.1. SafePoint application

To make a SafePoint application, an organisation must complete the following three steps:

1. Proposed Senior Responsible Person appointment

Appoint a person to be the proposed Senior Responsible Person and applicant for the proposed SafePoint. The Senior Responsible Person requirements are detailed in the 'Policy for SafePoint Ownership' document. There is no requirement to complete the SPN Training Questionnaire at this stage.

2. Read the Policy for SafePoint Ownership document

Read through the Policy for SafePoint Ownership document which includes details on the responsibilities, resources and requirements needed to install, operate and manage a SafePoint.

3. Complete a SafePoint application form

Once the above requirements have been met, the proposed Senior Responsible Person for can then submit a SafePoint application form.

SafePoint application form

The SafePoint online application form is available by clicking the button below:

SafePoint Application Form

Or copy and paste the link below into your web browser:

<http://www.safepodnetwork.ac.uk/safepoint-application-form>

For an application it is **strongly recommended** that the proposed Senior Responsible Person:

- Reviews the questions in the application form first.
- Completes and saves a local copy of the application answers as appropriate.
- Transfers those answers into the online application form.

The reason for this is that the online application form must be submitted in one go and progress cannot be saved.

9.2. Application assessment

Applications will be assessed by the members of the SafePod Network Advisory Board in line with the assessment requirements detailed in section 7.

Applications will be reviewed in a timely manner and the outcome advised to the applicant as soon as possible. Where an application is successful, then the next steps and necessary agreements will be issued.

10. Contact information

For further information about SafePoint and the application procedures contact:

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Appendix A: SafePoint indicative financial grant and purchase processes

This section provides information on the indicative financial grant and purchase process for each SafePoint model.

SafePoint ESRC grant funded model

The University of St Andrews will manage and distribute the funding for SafePoints on behalf of the ESRC.

A SafePoint grant award shall be subject to:

- non-negotiable terms and conditions for funding.
- Acceptance of the SPN Policy and Terms for SafePoint Ownership.

The financial grant value for the purchase of each SafePoint will cover the chosen SafePoint Desk, hardware, furniture, delivery, installation, and running costs. Also included is a two year onsite warranty which will be valid from the SafePoint Desk installation date for the repair or replacement to defective parts of the SafePoint.

Once the SafePoint Desk is delivered, installed, and commissioned then the awarded organisation must pay the invoice for their SafePoint Desk to the SafePoint Desk Supplier within 30 days.

Once this invoice is receipted, then the organisation can submit a copy of all the required documentation for the purchase of a SafePoint to the University of St Andrews for reimbursement of the payment. The University of St Andrews will then make payment within 30 days of the receipt of the documentation.

SafePoint ESRC cost funded model

Once a SafePoint application has been approved by the SafePod Network and an organisation has been awarded SafePoint funding from the ESRC, then St Andrews Innovation will manage the SafePoint purchasing process with an organisation.

St Andrews Innovation will provide an organisation with the SafePoint terms and conditions of purchase and a quote for a SafePoint to include the chosen SafePoint Desk, hardware, furniture, delivery, installation and two year running costs. Also included is a two year onsite warranty which will be valid from the SafePoint Desk installation date for the repair or replacement to defective parts of the SafePoint.

On acceptance of the quote and terms and conditions, an organisation must provide to St Andrews Innovation the following:

- Signed terms and conditions for a SafePoint purchase.
- A purchase order for the full value of the SafePoint quote.

Once the above has been received, then St Andrews Innovation will invoice the organisation for the full amount of the purchase order. Once payment has been received by St Andrews Innovation, then an order for the SafePoint Desk supplies will be made, and a delivery date arranged to install the chosen SafePoint Desk.

Service Level Agreement

The initial purchase of a SafePoint will cover two year running costs from the date of installation. An organisation that wishes to continue to run their SafePoint after this period will need to purchase a two year service level agreement from St Andrews Innovation.

On receipt of a Service Level Agreement request, St Andrews Innovation will issue an organisation with the Service Level Agreement and a quote.

On acceptance of the quote and Service Level Agreement, an organisation must provide to St Andrews Innovation the following:

- Signed Service Level Agreement.
- A purchase order for the full value of the Service Level Agreement.

Once the above has been received, then St Andrews Innovation will invoice the organisation for the full amount of the purchase order. Once payment has been received by St Andrews Innovation then the Service Level Agreement will be activated.

SafePoint outright purchase model

Once a SafePoint application has been approved by the SafePod Network, then St Andrews Innovation will manage the SafePoint purchasing process with an organisation.

St Andrews Innovation will provide an organisation with the SafePoint terms and conditions of purchase and a quote for a SafePoint to include the chosen SafePoint Desk, hardware, furniture, delivery, installation and two year running costs.

On acceptance of the quote and terms and conditions, an organisation must provide to St Andrews Innovation the following:

- Signed terms and conditions for a SafePoint purchase.
- A purchase order for the full value of the SafePoint quote.

Once the above has been received, then St Andrews Innovation will invoice the organisation for the full amount of the purchase order. Once payment has been received by St Andrews Innovation, then an order for the SafePoint Desk supplies will be made, and a delivery date arranged to install the chosen SafePoint Desk.

Service Level Agreement

The initial purchase of a SafePoint will cover two year running costs from the date of installation. An organisation that wishes to continue to run their SafePoint after this period will need to purchase a two year service level agreement from St Andrews Innovation.

On receipt of a Service Level Agreement request, St Andrews Innovation will issue an organisation with the Service Level Agreement and a quote.

On acceptance of the quote and Service Level Agreement, an organisation must provide to St Andrews Innovation the following:

- Signed Service Level Agreement.
- A purchase order for the full value of the Service Level Agreement.

Once the above has been received, then St Andrews Innovation will invoice the organisation for the full amount of the purchase order. Once payment has been received by St Andrews Innovation then the Service Level Agreement will be activated.



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