

Data Retention and Storage Policy

Image Resource Facility

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POLICY NAME	IRF Data Retention and Storage Policy v1.1			POLICY NO.	
EFFECTIVE DATE		DATE OF LAST REVISION	02.06.2021	VERSION NO.	1.1
ADMINISTRATOR RESPONSIBLE	Greg Perry		CONTACT INFORMATION	gperry@sgul.ac.uk	
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	IRF Facility Users	GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY					
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR	SIGNATURE
1.0	Sandra Ashton	06.04.2021	New documentation 1 st draft	Sandra Ashton	
1.1	Greg Perry	02.06.2021	No changes required	Greg Perry	

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POLICY STATEMENT

This policy outlines the personal data kept by the IRF and responsibility for storage of Research data. To discuss any matter relating to this policy please contact irf@sgul.ac.uk.

POLICY DEFINITIONS

NOTE ANY WORDS OR TERMS

Data Processor: a person or organization who deals with personal data as instructed by a controller for specific purposes and services offered

PPMS: Pasteur Platform Management System - a core facility management software solution

Service Provider: Organization, business or individual which offers service to others in exchange for payment.

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1.1 PERSONAL DATA

The IRF as a data processor retains the full name and email address of all users as well as any provided contact phone number for the purpose of operating PPMS (the online booking platform used by the IRF) for equipment booking – this data is collected at the point of account creation on PPMS. Stratocore – the company that provides PPMS – store this data on their own server located in France in line with the Code of Conduct for Service Providers (<http://www.geant.net/uri/dataprotection-code-of-conduct/v1>).

User data can be deleted from the PPMS platform and Stratocore servers upon specific request to irf@sgul.ac.uk but is required for booking of equipment. The data controller for this information is listed on the Stratocore disclaimer as:

Stratocore S.A.S.
33 avenue du Maine
75015 Paris, France
Spencer Shorte, President
Mathieu Marchand, CTO

The full data disclaimer for PPMS can be viewed at <https://www.stratocore.com/about-us/code-of-conduct/>

1.2 RESEARCH DATA

The IRF does not take responsibility for the storage of user research data. Users are required to take a copy of their data once it is generated either via removable storage or by upload to a server. The local drives installed on PCs within the IRF are for the purposes of data generation by the microscope system they control and are subject to data wipes to maintain adequate space on the drive for normal system operation.

It is the responsibility of the researcher (PI or student of any level) to ensure their data is stored securely as per **Statement 1.8, 1.9** of the **St George's University of London Research Data Management Policy**.

The entire policy can be viewed at <https://www.sgul.ac.uk/about/governance/policies/research-data-management>.

