

Data permissions agreement for archiving and dissemination of data in DASSH (The Archive for Marine Species and Habitats Data)

DASSH OFFICE USE ONLY

Unique identifier(s):

a) Storage / Archiving

Data/images submitted to DASSH will be archived in the form provided by the data provider/IPR owner. Nothing in this agreement constitutes a transfer of Intellectual Property Rights.

DASSH holds and processes data/images for the following purposes:

1. To provide a digital archive for marine biological data of both species and habitats.
2. To provide a digital repository for marine biological imagery (still and video).
3. To transfer marine biological data into a standard format, and progress the data to the DASSH archive.
4. For the purposes of informing government decision making and policy development.

b) Publication

DASSH is committed to making marine biological data Findable, Accessible, Interoperable and Reusable (FAIR¹) and as such publishes data in standard formats online. **Depending on the level of permission from the data provider DASSH will:**

1. Provide discovery, view and download facilities for datasets via an online catalogue of both metadata and data.
2. Create and publish metadata to the Marine Environmental Data and Information Network (MEDIN) Metadata Discovery Portal, and
3. Progress metadata and data in standard format to other biodiversity data aggregators including the National Biodiversity Network (NBN), Ocean Biogeographic Information System (OBIS) and the Global Biodiversity Information Facility (GBIF)
4. Not publish records deemed 'sensitive' by the data provider.

All data published to third parties will include the name of the original data provider and be shared either using the Open Government License² or the Creative Commons CC-BY license³ meaning any reuse of the data must include acknowledgement of the original data provider.

¹ <https://www.force11.org/group/fairgroup/fairprinciples>

² <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

³ <https://creativecommons.org/licenses/by/4.0/>

c) Data Protection

The collection and storage of personal data, as defined in the Data Protection Act (1998), the General Data Protection Regulations (GDPR) and any subsequent amendments, needs explicit written consent from the subject of that data. This information will be held and processed by DASSH only for the following purposes:

1. To maintain the contact details of data providers, owners of intellectual property rights and original recorders of records & where appropriate display their name(s) alongside the data.
2. To comply with international metadata standards for the collection of data.

Consent to store personal data can be amended or withdrawn at any time by email to dassh.enquiries@mba.ac.uk

Agreement

I confirm that I consent (on behalf of myself / my organisation) to the storage and display of the data specified in the Appendix (overleaf) for the purposes set out in the statements above.

Please check **one** of the following applicable statements:

- Metadata and data archived by DASSH, published on the DASSH website, and made available to data aggregators **under Open Government License**.
- Metadata and data archived by DASSH, published on the DASSH website, and made available to data aggregators **under CC-BY License**.
- Metadata archived and disseminated on the MEDIN metadata portal. Data archived by DASSH but **not disseminated**.

If you would like a different licensing option to be added, please request this from DASSH.

Embargo.

If you would like DASSH to hold the release of your data, please indicate below the date from which you would like your data released. If this field is not filled in the dataset(s) will be released under the usual DASSH timescale.

I would like my data to be made available from this date:

I agree to DASSH recording and processing personal information (name and contact details) about myself / my organisation.

I understand that this information will be used only for the purposes set out in the statement above and my consent is conditional upon the DASSH complying with its duties and obligations under the Data Protection Act and General Data Protection Regulations.

Social media – only if data are to be published (stated in section a).

Once this dataset is published on the MEDIN portal do you give permission for DASSH to publicise this on social media platforms (e.g. Facebook, BlueSky, LinkedIn)?

- Yes
- No

If answer is yes, other than tagging the owner organisation in the tweet if there are any other mentions or tags which need to be included please provide details below:

.....

Name [please print].....

Email.....

Organisation [if applicable].....

Signature.....**Date**.....

Appendix - Datasets covered by this agreement