LSE Research Laboratory Data Security Agreement (Non-Sensitive Data)

This form must be signed by any member of the RLAB wishing to use sensitive or personal data

1. I will safeguard any password provided to me, whether for accessing the LSE network or any external resource. I will never divulge a password to any other individual, and I will never respond to an email request for my password (the LSE will never ask for your username or password)

2. I will not attempt to influence any individual to divulge their password.

3. I will ensure that I have appropriate licenses for all data I am accessing, that I am abiding by any conditions of the license, and that the licenses are up to date.

4. I will handle all data and other resources in such a way as to protect myself, my department, and the London School of Economics from any legal challenge or loss of reputation.

5. I will not allow any other person access to data or licensed resources unless they have a valid license, and I have permission to pass the data to them.

6. If there is a need for me to hold or process personal or sensitive data, I will inform my centre manager.

7. By accessing and/or using any LSE IT facilities including those of the LSE Research Lab, I agree to be bound by the framework set out in the 'LSE Information Security Policy' http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/infSecPol.pdf

❑ **I certify that I have read and understood all of the above clauses, and acknowledge that my failure to comply with these may lead to sanctions being taken by the LSE in accordance with all relevant School policies, including the Conditions of Use of IT Facilities at the LSE and the appropriate disciplinary policies, in addition to any legal or professional penalties imposed by the data providers. (please tick)**

Signature: Date: