

LSE Research Laboratory Data Security Agreement (Sensitive Data)

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

- 1 I will not store, process or analyse any sensitive or personal data in relation to my RLAB work except via one of the Centre's secure server following authorisation by the Centre Manager. I will never hold sensitive or personal data on a standalone pc, local hard drive or portable storage device/media.
- 2 I understand that I am responsible for reading, understanding and abiding by all conditions specified in any license or contract related to my use of data resources.
- 3 I understand that data contracts are legal documents and that any breach of conditions may lead to legal, professional or financial penalties (including in some cases losing access to ESRC funding or resources).
- 4 I will take all necessary precautions to preserve the security of any data and associated materials.
- 5 I will at no time attempt to identify, or claim to have identified, any individual, household or organisation that may be recorded in the data.
- 6 I will ensure that if I require institutional support for my data license that only a member of staff with the legal status to represent the LSE guarantees the contract.
- 7 I will abide by data suppliers' regulations regarding the destruction of data, in hard copy and electronic format, on completion of a project for which the data access has been granted. The RLAB IT Manager can provide support in this area.
- 8 I will never enable any other person to access sensitive data. I understand that any sharing of sensitive data among licensed users, including subcontracted partners, must be via the IT Manager following confirmation by a centre manager.
- 9 When handling 'personal' data I will abide by the Data Protection Act.
- 10 I will cease using any data licensed at a departmental (economics department, RLAB etc), or institutional level (LSE) on leaving the department/institution (or on gaining a new affiliation) until I have renewed my contract in relation to my new role.
- 11 If I have any suspicion that data confidentiality has been breached whether deliberately or by accident, I will report immediately to the RLAB Manager.
- 12 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: