

1. Purpose

The purpose of this policy is to define the access to user experimental data from offsite and the retention period for these data.

2. Scope

This policy applies to user experimental data collected on the SSRL experimental stations and stored on SSRL's file servers.

3. Policy

3.1 User responsibility

Users are responsible for their data. Users are also responsible for copying all data before leaving SSRL, to removable media or via network.

3.2 SSRL responsibility

SSRL provides the infrastructure to collect data on the experimental stations. These data are stored on SSRL file servers.

3.3 Access to data from offsite

SSRL will provide secure access to user experimental data from offsite.

3.4 Retention period

Best effort will be made to retain user data for 6 months after the experiment is over but is not guaranteed. As stated in section 3.1 users are responsible to copy all data before leaving SSRL.

4. Definitions

User Any person running an experiment at SSRL and collecting experimental data.

5. Document History

08/9/2013 version 1.0 reviewed and accepted by SSRL senior management group on 8-23-12.