



Data sharing agreement

September 2018

This agreement highlights the process for ensuring data received from the LIPID MAPS website is stored securely and only used for the intended purposes.

Both Cardiff University and the University of California, San Diego will be accessing data which comes through the LIPID MAPS website.

- Data will be stored and shared safely between the two institutions.
- Any Data that comes via the contact us form for will only be kept for a period of 12 months. After this time all personal data, (eg email address and contact name), will be deleted. Only the nature of the enquiry will be logged in order to keep track of queries and identify any particular trends etc.
- Data that indicates the person wishing to receive further information, eg the box being ticked (eg to receive newsletters etc) will be kept in Cardiff University on the One Drive. This will include Cardiff University being responsible for sending out the mailshot for the newsletter. This data will be held until the person notifies to unsubscribe or up until the end of the project.
- The One Drive is a safe, secure network provided by Cardiff University, and will be accessible to both institutions. Cardiff University will be responsible for keeping this database accurate, including deleting and amending as required.
- This overall process will ensure there are 2 clear distinct databases. One held in UCSD for general queries and one database in Cardiff for those wishing to receive further information (eg newsletter etc). There is a clear definition of roles and responsibilities amongst the two institutions accessing the data.