

Data Access and Retention Guide

Guidelines

This document outlines the conditions of access to and retention of raw and other experimental data by Users at ANSTO Clayton Campus; the site of the Australian Synchrotron (AS).

Data Strategy

Users of the Australian Synchrotron shall have access to raw and reduced experimental data, and relevant metadata collected during an experiment (collectively 'data') under the following conditions:

- (a) It is the User's responsibility to ensure that they take a copy of the data collected during an experiment.
- (b) The Australian Synchrotron will apply "best-efforts" for data access, retention and security; however, the Australian Synchrotron makes no guarantees to retain or protect data collected from experiments.
- (c) The Australian Synchrotron will endeavour to retain data collected from experiments, *for up to 3 years for low data rate beamlines, or for 12 months in the case of high data-rate beamlines.*
- (d) Users may bring portable storage devices to the beamlines to download the data collected from experiments to these devices. The Australian Synchrotron may also support the downloading of data via remote access.
- (e) The Australian Synchrotron will endeavour to provide remote data access capability for Users to download data collected during experiments to a machine of their choice. Currently, this capability is provided through a web interface however the Australian Synchrotron may change how such services are provided at its discretion.
- (f) The Australian Synchrotron may restrict access to data to Users that are either named on the EA form for the experiment, or as modified by the PI using an administrative process approved by the Australian Synchrotron.
- (g) If third party data storage systems are used, the Australian Synchrotron accepts no responsibility for data security or integrity.
- (h) When data has been archived for more than 3 years after its collection for low data rate beamlines, or for 12 months in the case of high data rate beamline experiments, it may be deposited in a public access archive, or deleted, at the discretion of the Australian Synchrotron.
- (i) Users must write to the Australian Synchrotron User Office if they do not wish data collected from experiments to be deposited in a public archive.

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- (j) If the Australian Synchrotron intends to delete data from its data store, it will make best efforts to inform the relevant User of this action one month prior to deletion. It will be the responsibility of the User to ensure that they have downloaded a copy of their data prior to deletion.
- (k) The retention periods for data storage, and this policy, may be reviewed annually by the Australian Synchrotron.