# UCL Data Safe Haven
## Acceptable Use Statement

### 1. Document Information

<table>
<thead>
<tr>
<th>Document Name</th>
<th>SLMS-IG03b UCL Data Safe Haven Acceptable Use Statement</th>
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<tbody>
<tr>
<td>Author</td>
<td>Trevor Peacock</td>
</tr>
<tr>
<td>Issue Date</td>
<td>12/06/2015</td>
</tr>
<tr>
<td>Approved by</td>
<td>Chair of SLMS IGSG</td>
</tr>
<tr>
<td>Next review</td>
<td>Three years</td>
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### 2. Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of change</th>
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<tbody>
<tr>
<td>0.1</td>
<td>2013</td>
<td>First version – in use until June 2015</td>
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<tr>
<td>0.2</td>
<td>08/06/2015</td>
<td>Addition of references to contractual mandate for policies reference to SLMS-IG03 and IG15 and re-formatting by Trevor Peacock</td>
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<td>1.0</td>
<td>12/06/2015</td>
<td>Approved by Chair of SLMS IGSG</td>
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The UCL Data Safe Haven is a secure service that through various Standard Operating Procedures (SOPs) supports the secure storage and exchange of sensitive personal data.

The UCL Computing Regulations are based on the premise that access to resources is generally forbidden unless expressly permitted.

You are reminded that the UCL Information Security Policy, Data Protection Policy and Computing Regulations are contractually mandated

In using the Data Safe Haven I agree:

• To comply with the relevant SOPs in relation to my use of the Data Safe Haven
• My use of the Data Safe Haven will be for UCL’s authorised business and those resources and functions allocated to me by authorised personnel. Any other activity including but not limited to the use of offensive material is forbidden
• UCL reserves the right to monitor and audit the use of the Data Safe Haven
• To report any information security incidents promptly in accordance with SLMS-IG-15 Incident Reporting Procedure
• The transfer and sharing of personal sensitive data is part of an agreed process and the rights of research data subjects are fully respected
• Use of the Data Safe Haven for any illegal activity will be grounds for disciplinary action
• To act responsibly at all times and not put Data Safe Haven resources and sensitive data at risk.


I have received adequate training for my use of UCL SLMS information assets. I acknowledge acceptance of my responsibilities under this guidance by signing the declaration form below.

Signature: ………………………………………………………………………………………………………………………………………………………………………

Name (CAPITALS): ………………………………………………………………………………………………………………………………………………………………………

Job Title: ………………………………………………………………………………………………………………………………………………………………………………

Date: ………………………………………………………………………………………………………………………………………………………………………………

UCL Data Safe Haven Acceptable Use Statement v1.0
Page 2 of 3
Mandated UCL policies:

UCL Computing Regulations:
https://www.ucl.ac.uk/isd/common/cst/swg/policy/public-policy/Regulations_ISC_200912a

UCL Data Protection Policy:
https://www.ucl.ac.uk/isd/common/cst/swg/policy/public-policy/Data_protection_policy_ISC_20110215

UCL Information Security Policy:
http://www.ucl.ac.uk/isd/common/cst/swg/policy

SLMS IG Framework documents:

UCL SLMS-IG03 Information Governance Policy:
http://www.ucl.ac.uk/isd/itforslms/services/handling-sens-data/ig-documentation/

UCL SLMS-IG15 Incident Reporting Procedure:
http://www.ucl.ac.uk/isd/itforslms/services/handling-sens-data/ig-documentation/