Data Transfer Agreement

The Data Transfer Agreement sets out the UK Polar Data Centre’s (UK PDC) and the Depositor’s responsibilities with regards to transferring, sharing and distributing data. We cannot accept data until we have received a signed copy of the Data Transfer Agreement.

The Depositor:

1. The Depositor created the data or has the right on behalf of the creator/s to deposit the data and make it publicly available (subject to any embargo period);
2. The Depositor has the permission of all the listed creators and contributors that they can be included in the metadata and where applicable, the dataset citation;
3. The data does not break any law e.g. data protection legislation, copyright;
4. The Depositor ensures, to the extent possible, that data are created or collected with ethical norms e.g. ethical approval obtained for any sensitive data, secure storage, controlled access where required;
5. The Depositor agrees to supply sufficient metadata to enable discovery and re-use of the data;
6. The Depositor ensures the data is of a good technical quality, suitable for archiving and sharing e.g. data are collected using recognised methodologies, analytical reproducibility maintained where possible, corrections or processing of data documented;
7. The Depositor agrees to the UK PDC making changes to the format and structure of the data to ensure long term preservation e.g. necessary format migration;
8. Where UK Research and Innovation (UKRI) does not own the intellectual property rights (IPR), the rights owner grants UKRI a non-exclusive licence to allow NERC (on behalf of UKRI) to manage and supply the data for reuse. (The IPR in the data are not affected.)
9. Applicable for audiovisual (AV) data: Where UKRI does not own the copyright, the copyright holder grants UKRI non-exclusive permission to allow NERC (on behalf of UKRI) to reproduce the records without royalty;
10. The Depositor grants permission to the following to be able to request and make changes to the metadata and data:

The lead creator [ ]

All creators [ ]

Other (list names) ………………........................................................................................

The Data Centre:

1. The UK PDC have the right to copy, transform, and store the data, as well as provide access to them;
2. The UK PDC will provide access to the data under the Open Government License (<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>) unless agreed otherwise (subject to any embargo period);
3. Where appropriate, the UK PDC will issue a Digital Objective Identifier (DOI) for the data to provide a persistent link to its location and as a means for the Depositor to obtain academic credit;
4. The UK PDC will maintain a comprehensive and integrated catalogue of their environmental data holdings;
5. The UK PDC will ensure that high quality metadata are stored with the data so that users have all the information they need to use the data in the future without normally having to refer back to the data creator;
6. The UK PDC will preserve the integrity of the data and protect it from loss or damage e.g. carry out regular secure back-ups, format migration etc.;
7. The UK PDC ensures data are curated and accessed in compliance with disciplinary and ethical norms e.g. data do not contain any personal data or other disclosure risk, access is as stated in agreed licence.

This version of the Data Transfer Agreement was signed off by Helen Peat, Head of the UK Polar Data Centre on 27/05/2021.

The Depositor

Signature…………………………………………………….

Printed Name………………………………………….....

**For UK PDC use**

This DTA refers to the following datasets

|  |  |  |
| --- | --- | --- |
| **Dataset title** | **DMS ID** | **DOI**  |
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