

28th January 2015

Pawsey Supercomputing Centre - Data Retention Statement (Orphaned Data)

The Pawsey Supercomputing Centre Data Retention Statement applies to all Researchers at all times relating to any data on any Pawsey Supercomputing Centre Data resource. Nothing in this statement should conflict or supersede the limit of liability or requirements for data retention practices as set out in the Pawsey Supercomputing Centre Data Storage and Management Policy.

1. Purpose of this Statement

Pawsey Supercomputing Centre Data retention statement aims to assist Researchers to make full use of the available data storage infrastructures and to understand their responsibilities with regard to the long-term storage and retention of data.

2. Application and Assumptions

It is expected that each institution using Pawsey Supercomputing Centre facilities will have their own guidance, process and procedure supporting effective data curation. It is also expected that Researchers at those institutions will be aware of the authorisation procedures and processes for data retention within their home institution. However all Researchers who are using the Pawsey Supercomputing Centre facilities are asked to ensure they are aware of the content of this Data Retention Statement before using any facilities.

3. Researchers Responsibilities – Accurate recording of information

At the time of application, all Researchers with approved storage allocations are required to provide the name, telephone number and institutional (this must be a legal entity) email address of a primary and deputy data custodian. It is the primary data custodian's responsibility to ensure the contact details of both the primary and deputy data custodian are accurate at all times. It is the primary data custodian's responsibility to acknowledge all communications from the Pawsey Supercomputing Centre staff.

4. Pawsey Supercomputing Centre - Retention and subsequent deletion of data

The Pawsey Supercomputing Centre staff will only use the contact information provided by the primary data custodian to contact both the primary and deputy data custodian (even if these are from different institutions) in the event of a change in circumstance.

For example in the event of a data store / infrastructure closure or necessary data migration the following procedure will be adopted by Pawsey Supercomputing Centre staff.

- **Step 1**

In the first instance, a statement of information and / or action to be taken will be provided by email **to both the primary and deputy data custodian** at their relevant institutions. This message will be sent on three (3) occasions, over the course of at least one calendar month.

- **Step 2**

In the event of no response in reply from all three communications from the primary and deputy data custodian, Pawsey Supercomputing Centre staff will then contact the Office of Research (or equivalent, such as the organisation Head Data librarian) of the primary data custodian only to advise of the situation that has developed (e.g. no response from both the primary and deputy data custodian). This message will be sent on three (3) occasions to the Office of research (or equivalent), over the course of at least one calendar month. This is to establish whether or not the primary and deputy data custodian are still employed by that institution and whether or not the institution wishes to retain the research data collected and being stored at the Pawsey Supercomputing Centre.

- **Step 3**

In the event that there is no response from the Office of Research, the primary and deputy data custodian after repeated attempts, over the course of at least two (2) calendar months (from the start of contact), Pawsey Supercomputing Centre staff will assume that the data is orphaned and therefore no longer required. Correspondingly Pawsey Supercomputing Centre staff will make provision for its removal. Data will be held on the Pawsey Supercomputing Centre infrastructure for at least one (1) further calendar month (in the rare event that the primary and deputy custodian did not respond in reasonable time, hence providing a three (3) month opportunity from the initial contact) before it will be completely deleted without further warning being provided.

It is therefore imperative that the primary data custodian at all times, ensures contact details (telephone and email) held by Pawsey Supercomputing Centre are accurate.

