Data Ownership Policy

Overview

Departmental and research group servers often provide data storage capacity and this policy is intended to clearly define ownership of any such data – the digital copy stored here.

Purpose

The purpose of this policy is to clearly state the department's position over the ownership of the digital copy of any data stored on or backed up from departmental and research group servers, especially so when an authorised user may no longer be contactable.

Scope

The scope of this policy is to define data ownership of the digital copy of data stored by authorised users, and not the intellectual property rights. This policy pertains to all computer systems providing data storage capacity for the department and any backups made from them.

Policy

The digital copy of data stored on departmental servers, however provisioned, is owned by the department except where explicit provision has been made with the head of department or appropriate representative. This includes servers owned, rented, or provided in the "cloud" to the department.

The digital copy of data stored on research group servers is considered to be owned by the head(s) of the research group(s) who acquired the server, except where explicit provision has been made with the head of department or appropriate representative.

The head of department will inform the computing manager of any explicit provisions made.

Enforcement

Where this policy is found not to have been followed, corrective action should be taken to promptly achieve compliance and the computing manager notified. The computing manager may notify the chair of the computing committee, especially where further disciplinary and/or other action may be considered appropriate.

Definitions

- Authorised user – A user authorised by the department to be using the computing facilities provided.

Revision History

- October 2012 – First draft version
- February 2013 – Added explicit provision
- May 2013 – Clarification policy applies to digital copy of data, excludes IP. Approved.