

## IODP Site Survey Data Confidentiality Policy

(revised February 2015)

Site-survey data in support of a proposal to be reviewed by the *JOIDES Resolution* Facility Board (JRFB) and its advisory panels, and any other IODP Facility Board utilizing the JRFB advisory panels, must be submitted by the proposal authors (“proponents”) or other project supporters to the Site Survey Data Bank (SSDB) at the IODP Science Support Office in electronic form.

All data objects submitted to the SSDB are flagged by the submitter as either non-proprietary or proprietary. Additionally, the submitter is responsible for including any required labels/captions/annotations (e.g. “Confidential Information, property of XXX”) in the proprietary files (e.g. tiff, pdf, jpg, xls, doc) prior to upload. However, the metadata (descriptive information submitted by the proponent, e.g. file name, file type, size, format, location, data, contributor, and method of collection) of all data objects held in the SSDB, whether of a proprietary nature or not, are considered non-proprietary. Non-proprietary data objects are publicly available for both viewing and downloading. Proprietary data objects associated with a proposal can be viewed and downloaded by proponents of that proposal if they have user accounts with the SSDB and are given access by the IODP Science Support Office. By accessing proprietary data held in the SSDB, proponents implicitly agree that they will not disclose, disseminate, or modify the proprietary data, and that they will discuss and use the data only for the scientific purposes stated in the proposal. Once given access by the IODP Science Support Office, proponents become responsible for complying with these restrictions regarding use, disclosure, dissemination, and modification.

Additionally, during the period of time that a proposal resides with the JRFB and its advisory panels, or any other IODP Facility Board utilizing the JRFB panels, proprietary data objects associated with the proposal can be viewed and downloaded by the respective board members and liaisons, and the JRFB advisory panel members and liaisons, only for purposes of scientific review or safety evaluation, and by the representatives of the IODP Implementing Organizations (IOs) only for purposes of expedition planning. By accessing proprietary data held in the SSDB, board and panel members and liaisons and IO representatives implicitly agree that they will not disclose, disseminate, or modify the proprietary data, and that they will discuss and use the data only for purposes of scientific evaluation of the proposal, safety review of the proposed expeditions, or planning of the expedition(s). All other uses of proprietary data by these individuals are forbidden. Once given access by the IODP Science Support Office, these individuals become responsible for complying with these restrictions regarding use, disclosure, dissemination, and modification.

When a proposal, or part of a proposal, becomes a scheduled expedition or a series of expeditions, the expedition co-Chief Scientists and/or IOs are responsible for ensuring that all site-survey data necessary to conduct the expedition and to address all scientific contingencies are copied and/or uploaded to the SSDB; this collection is called the *Site Survey Data Package*. A link to the contents of the Site Survey Data Package on the SSDB that preserves the proprietary flags initially set by the submitter is published in the expedition Scientific Prospectus (SP). The data within the Site Survey Data Package, including any proprietary data, can be viewed and downloaded by select members of the expedition science party only when the SP is published with the access being determined and controlled by the expedition IO. These individuals implicitly agree that they will not disclose, disseminate, or modify the proprietary

data, and that they will discuss and use the data only for the scientific purposes of the expedition. Once given access by the expedition IO, these individuals are responsible for complying with these restrictions regarding use, disclosure, dissemination, and modification. At the end of the expedition sample and data moratorium period, the non-proprietary data in the Site Survey Data Package becomes publicly available for viewing and downloading. Data provided by industry as proprietary remain so indefinitely.

Data inherited from the 2003-2013 Integrated Ocean Drilling Program were submitted under a policy similar to that described above. Data inherited from the prior Ocean Drilling Program (ODP) were submitted under a policy whereby data were generally considered proprietary unless they were freely available from other data repositories. To honor that ODP policy, legacy data submitted prior to the start of the Integrated Ocean Drilling Program (2003) are flagged as proprietary in the SSDB. Only with the written approval of a responsible proponent can the proprietary status of these data be changed to non-proprietary.