

# PLEASE NOTE: THIS POLICY IS A DRAFT AND SUBJECT TO REVISION

## 02. Privacy Policy

This policy is effective from 20 January 2025.

<b>Name of the Service</b>	CADRE: Coordinated Access to Data, Research and Environments
<b>Description of the Service</b>	A Five Safes Implementation Framework for Sensitive Data in Humanities, Arts, and Social Sciences in Australia.
<b>Information controller and a contact person</b>	Information Controller = CADRE dev ops  Contact Person = Australian Data Archive Technical Manager, Australian Data Archive Director if TM unavailable
<b>Information controller's Information protection officer (if applicable)</b>	
<b>Jurisdiction and supervisory authority</b>	Australia, AU  Instructions to lodge a complaint are available at: The Office of the Australian Information Commissioner.  Details: <a href="https://www.oaic.gov.au/">https://www.oaic.gov.au/</a> Contact: <a href="https://www.oaic.gov.au/contact-us">https://www.oaic.gov.au/contact-us</a>

Policy Development Kit  
Privacy Policy

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<b>Personal information processed and the legal basis</b>	<p>A. <i>Personal information (attributes) retrieved from your Home organisation:</i></p> <ul style="list-style-type: none"> <li>- <i>Your unique user identifier (CILogon persistent identifier) *</i></li> <li>- <i>Your Home Organisation*</i></li> <li>- <i>Your role in your Home Organisation (eduPersonAffiliation attribute) *</i></li> <li>- <i>Your name *</i></li> <li>- <i>Your email address*</i></li> <li>- <i>Additional email addresses/identities linked by you</i></li> </ul> <p>B. <i>Personal information gathered from yourself</i></p> <ul style="list-style-type: none"> <li>- <i>Logfiles on the service activity*</i></li> <li>- <i>Your profile</i></li> <li>- <i>Your Projects</i></li> <li>- <i>Your Data Sharing Requests (DSRs) and information you provide as part of those requests</i></li> <li>- <i>Your Data Sharing Agreements (DSAs) and information you provided at the time of the Data Sharing Agreement</i></li> <li>- <i>Your Collaborators on Projects and in DSRs/DSAs</i></li> </ul> <p>C. <i>Personal information gathered from external services integrated with CADRE</i></p> <ul style="list-style-type: none"> <li>- <i>Your training status from external services that write users' completion status of courses to CADRE</i></li> <li>- <i>Your RAiD information (if you provide this in your Projects)</i></li> <li>- <i>Your ORCiD if you link your ORCiD to your CADRE profile</i></li> <li>- <i>Your previous research information via Research Graph (including your ORCiD)</i></li> <li>- <i>External service account details supplied for CADRE resources</i></li> </ul> <p><i>* = the personal information is necessary for providing the Service. Other personal information is processed because you have consented to it.</i></p>
<b>Purpose of the processing of</b>	Processing of the Personal Information informs the

<p><b>personal information</b></p>	<p>evaluation of the 5 Safes:</p> <ul style="list-style-type: none"> <li>- Safe people: <ul style="list-style-type: none"> <li>o Organisation assertion of credentials</li> <li>o ORCID + RG =&gt; research experience</li> <li>o Training =&gt; Sensitive data handling; other training flagged as important by CADRE partner orgs</li> <li>o Collaborators</li> </ul> </li> <li>- Safe Projects <ul style="list-style-type: none"> <li>o CADRE Projects</li> <li>o RAiD</li> <li>o Previous Projects</li> </ul> </li> <li>- Safe Data <ul style="list-style-type: none"> <li>o DSRs + Collaborators + Projects</li> </ul> </li> <li>- Safe Settings</li> <li>- Safe Outputs</li> </ul> <p>Log files and databases keep track of the actions of a specific user. This assists in:</p> <ul style="list-style-type: none"> <li>• troubleshooting bugs and issues that a user encounters during use of the CADRE platform;</li> <li>• tracking which users have logged in and their activity to determine if a user has misused the platform;</li> <li>• CADRE partner record keeping to address any discrepancies between what the user expected and what the user sees.</li> </ul>
<p><b>Third parties to whom personal information is disclosed</b></p>	<p>Personal information provided by users in a DSR will be disclosed to the associated service provider(s).</p>
<p><b>How to access, rectify and delete the personal information and object to its processing</b></p>	<p>Contact the ADA Technical Manager, ADA Director if TM unavailable via cadre5safes@anu.edu.au.</p> <p>To rectify the Information released by your Home Organisation, contact your Home Organisation's IT helpdesk.</p>
<p><b>Withdrawal of consent</b></p>	<p>A user can withdraw their consent to the processing of their personal information by emailing the ADA Community Manager and requesting that their personal information be</p>

	no longer processed. The Information Controller will then take the necessary steps to delete/purge or anonymise that user's personal information across the CADRE Collaboration.
<b>Information portability</b>	DSAs are downloadable as PDFs through the CADRE dashboard.
<b>Information retention</b>	Personal information is deleted/anonymised on request of the user or if the user hasn't used the Service for 18 months.
<b>Information Protection Code of Conduct</b>	Your personal information will be protected according to the Privacy Act 1988.