

## **Animal Materials Working Group**

## Statement of Confidentiality and Use

The purpose of this document is to set out the terms under which documentation and/or other resources of any kind, whether written or verbal, (termed 'Information' herein) may be provided to, and will be utilised by, the 'Animal Materials Working Group' for purposes of a specified project ('Project').

This document ensures that the use of such Information is according to transparent, predetermined standards that communicate the way in which the Project will be conducted with respect to confidentiality, and to ensure research integrity to produce the best possible outcome.

- Members of the Animal Materials Working Group ('Group'), as well as others providing Information to a member of the Group for a Project, agree that they have read and understood the terms set out in this document;
- By providing Information to the Group either personally or on behalf of a legal entity, you are doing so with the appropriate permissions;
- The Information supplied will be utilised for the purposes of the Project only, unless prior authorisation is obtained to use the Information for other purposes;
- Recipients of the Information may share it with identified colleagues for the purpose of the Project;
- ❖ All details identifying the source and supplier of the Information and any other content that is confidential will be redacted by the provider as far as possible;
- Any redactions will be reviewed, with the opportunity for further redaction, upon receipt of the Information and prior to making the Information available to the wider Group;
- If confidential content cannot be redacted, the Information will be marked by the provider as 'confidential';
- All Information may be stored within project/document management tools used by the Group and/or internal storage systems, all users of the Information undertake to download the Information securely to the best of their ability;
- All Information will be deleted within 3 months of the Project's completion; and
- ❖ Members of the Group, or others utilising the Information, will not knowingly disclose any redacted content or other confidential content without the provider's prior authorisation.