



VALIDATE: Membership Terms & Conditions, and Code of Conduct

Please read the terms and conditions below. By becoming a VALIDATE member, you accept these terms and conditions and agree always to act in accordance with them. If you do not agree to these terms, please do not register as a member. If you have any concerns about these membership terms and conditions please contact the Network Management Team (validate@ndm.ox.ac.uk) before completing your registration.

1. Membership

- a) By completing and submitting the Membership Application form (available on the VALIDATE website) to VALIDATE you will become a member of VALIDATE.
- b) Your membership level will be assessed and decided by the Management Team and Network Management Board; levels are described on the VALIDATE website. You can apply to move between membership levels as you gain experience and expertise by resubmitting the Membership Application form.
- c) By completing and submitting the 'Biography page for VALIDATE website' section of the Membership Application form you agree to being listed on the VALIDATE website as a member, using the information you provide in this section, which will then be publically available through the website. You can amend or delete your information at any time by contacting the Network Manager.

2. Data Collection and Privacy

- a) VALIDATE is committed to treating its members' information with respect. By becoming a member of VALIDATE you are providing your consent for us to use your data in the ways described in these terms and conditions.
- b) VALIDATE collects your personal information via our membership, grant application and event registration forms, at our events, and through member surveys
- c) We collect and/or process personal information to:
 - i. Provide our service (e.g. using your email address to keep you up to date with relevant Network activities and updates, and to respond to queries)
 - ii. Assess and advance VALIDATE aims (e.g. collecting the gender of our members enables us to assess equality within our Network; your institute and country help us measure our membership reach; surveys help us improve the Network)
 - iii. Assess, award and administer funding (e.g. your pump-priming application and associated documents (such as CV) enable our Network Management Board to fairly review and compare applications and award funding) or set up a relevant training or mentoring opportunity for you on your request
 - iv. Report accurate Network statistics (including a membership list) to the Medical Research Council and Biotechnology and Biological Sciences Research Council, who are our funders
- d) VALIDATE only collects personal data relevant to our Network aims. Personal data VALIDATE collects and/or processes includes (but is not limited to):
 - i. Personal information that you provide voluntarily to us. This could include when you apply for membership, attend one of our events, or apply for a grant or mentor e.g. Your name, telephone number, email address, date of birth, gender, employer name and location, CV, work biography, publications

- ii. Correspondence between us
- iii. Photographs
- iv. Information about your use of our website e.g. pages viewed, location data
- e) VALIDATE may share your data with third parties, such as service providers (e.g. giving a delegates list to an event venue) and funding bodies (e.g. MRC, BBSRC) where there is a business need to know. We require third parties to respect the security of your data and treat it in accordance with the law.
- f) You can request details of the personal information we hold about you by contacting our Network Manager.
- g) It is the individual member's responsibility to ensure your information is up to date and to inform the Network Manager of any changes. If you wish to amend your personal information you can do so at any time by contacting the Network Manager.
- h) You can unsubscribe from the VALIDATE mailing list, and/or terminate your VALIDATE membership at any time by contacting the Network Manager.
- i) If the email address you provide during the registration process becomes invalid and emails sent to you by the Network Manager result in a Delivery Notification Status (failure) response, your membership will be considered to have lapsed and your details will be deleted from the directory of members.
- j) In choosing to submit your personal data, you understand and agree that this data will be:
 - i. Collected for the purpose of furthering the VALIDATE aims
 - ii. Stored locally on a secure University of Oxford server and used by the Management Team to keep you up to date by email with relevant Network activities and updates
 - iii. Collected and processed in accordance with the Data Protection Act 1998 (<http://ico.org.uk>) & GDPR (2018)
 - iv. Protected from unauthorised use and kept in a secure manner either electronically or on manual records in accordance with the University of Oxford data protection and information security policies
- k) You have the right to withdraw your consent to VALIDATE holding your personal information at any time, and request the erasure of all personal data held by us (with the exception of when our lawful purposes for using the information requires retention). If you would like to remove your details from our records please contact our Network Manager.
- l) All personal information will be held until 7 years after the end of the VALIDATE Network, in order to satisfy any legal, accounting and reporting requirements.
- m) If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner's Office at casework@ico.org.uk but we ask that you raise the issue with University of Oxford's Data Protection Officer first.

3. Member's conduct

- a) Members of VALIDATE are expected to comport themselves in accordance with the general principles of good research practices, having:
 - i. Reliability in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources
 - ii. Honesty in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way
 - iii. Respect for colleagues, research participants, society, ecosystems, cultural heritage and the environment
 - iv. Accountability for the research from idea to publication, for its management and organisation, for training, supervision and mentoring, and for its wider impacts

- b) Members agree to treat all other VALIDATE members, no matter their level of seniority or membership level within VALIDATE, with respect and courtesy.
- c) Membership of VALIDATE is with a view to furthering the aims and vision of the VALIDATE Network. You do not have permission to use contact details obtained from the members' directory to send unsolicited emails for the purpose of direct marketing.
- d) Members may have access to unpublished data at VALIDATE events or via the Data Portal. As a member you agree to respect the confidentiality of these data at all times. Postings made in the website secure area or at VALIDATE events should be treated as confidential and must not be disseminated unless already in the public domain.
- e) You must not share your unique Data Portal login details with any other person and you must take immediate steps to change your login details if you suspect that another person is using them to gain access to the secure area.
- f) In the event that you share data in the portal or provide content for the website, such content will not be used for the transmission, uploading or posting of any computer viruses or any other harmful or deleterious files or programs.
- g) All human data shared to the portal or with other VALIDATE members must be anonymised.
- h) All partners in any research collaboration formed through VALIDATE will ensure all partners in the collaboration are properly informed and consulted about all submissions for publication of research results.

4. Attending Network Events

As a Network member you will have the right to apply to attend Network workshops and events. In becoming a member you understand and agree that:

- a) Submission of an application to attend an event does not constitute confirmation that a place has been awarded to you.
- b) In the event that you are successful in your application to attend a Network event, you will receive a confirmatory email upon the award of your place followed by full attendance details which will be made available to you no less than two weeks before the event is due to take place.
- c) VALIDATE will not be held liable for any costs incurred by you.

5. The VALIDATE Website

- a) Any material displayed on the website is provided without any guarantees, conditions or warranties as to its accuracy. Your use of the website and its contents is at your own risk.
- b) For further information, please see the VALIDATE website '[Ownership, liability and use](#)' page.

6. Updates to terms and conditions

We will post a notification of any changes to the terms and conditions of membership on the VALIDATE website and notify you by email. You have the option to terminate your membership if you do not agree with future changes to terms and conditions.