

HBM4EU Data Transfer Form (DTF) Version: ; Release Date:
Complete this form to indicate how you wish to share data via IPCHEM

Send it by email to the IPCHEM Team at: jrc-ipchem-support@ec.europa.eu
and HBM4EU data management Team at: HBM4EU.DATAMANAGEMENT@vito.be

This form must be completed by the Data Contact Point responsible for making data accessible via IPCHEM (the Information Platform for Chemical Monitoring)¹.

The Data Contact Point is one of the following entities: Data Controller, Data Owner, Data Provider

1. Purpose of this form

Using this form, the Data Contact Point communicates the conditions under which they agree to make chemical monitoring data and the associated metadata, accessible via IPCHEM.

It is requested to complete one form per data collection².

2. General information

Name of the data collection	
Acronym of the data collection <i>(ensure to use the same acronym on all HBM4EU documentation related to this data collection)</i>	
Name of the organisation/institution of the Data Contact Point	
Acronym of the organisation/institution <i>(ensure to use the same acronym on all HBM4EU documentation related to this data collection)</i>	
Role of Data Contact Point	<input type="checkbox"/> Data Controller / <input type="checkbox"/> Data Owner / <input type="checkbox"/> Data Provider
Name of Data Contact Point	
Telephone	
E-mail	
Name of the Data Owner organisation (if different from the Data Contact Point)	
Name of the Data Controller organisation (when applicable and if different from the Data Contact Point)	

3. Metadata

This form must be accompanied by the metadata of the data collection. The HBM4EU metadata template is

¹ <https://ipchem.jrc.ec.europa.eu>

² A Data Collection is a collection of data recorded in a systematic way and structured format which represents the result of gathering and measuring information on variables of interest. The output of a data collection might be one or several datasets. A dataset is different one to another for type of processing or for type and number of variables

available for download at the internal webpages of the HBM4EU project website (enclosed in the HBM4EU Data Management ZIP file)

The HBM4EU metadata template must be completed and sent by email to the IPCHEM team at: jrc-ipchem-support@ec.europa.eu and HBM4EU.DATAMANAGEMENT@vito.be

4. Data format and access conditions

Please complete the table below in order to **indicate the format of the data and the conditions under which you agree to make your data accessible via IPCHEM.**

Single measurement data (anonymised or pseudonymised) as well as aggregated data (descriptive statistics) can be provided in two different data formats, i.e. **HBM4EU harmonized format³** and **own format**:

1. It is strongly recommended to transfer single measurement data and aggregated data in **HBM4EU format** using the HBM4EU data template and HBM4EU analysis script (R) respectively. This will enable comparison between data collections and analyses.
2. Transfer of data in **own format** is only allowed in well justified cases. It will be clearly visible for end users whether the aggregated data have been generated with the HBM4EU analysis script (R) or not. A template is available to guide the preparation of aggregated data in own format.

The two possibilities for sharing data in IPCHEM are:

1. The IPCHEM portal website (<https://ipchem.jrc.ec.europa.eu>):

The data will become accessible via the IPCHEM portal website for the specified **user groups**: HBM4EU project group⁴, EU Commission and EU Agencies, EU National bodies, and General Public

2. HBM4EU repository (<https://ipchem.jrc.ec.europa.eu/share/>)

The data will become accessible via the HBM4EU repository to nominated users⁵. The data contact point is responsible for granting and revoking access to files in the HBM4EU repository.

The access conditions:

1. For aggregated data and anonymised single measurement data:

This data should be shared via the IPCHEM portal website. Optionally and under responsibility of the data contact point the HBM4EU repository can be chosen as mean to share data to nominated user. Optionally, an agreement on use of the data can be made between the data contact point and the data user under responsibility of the data contact point.

2. For pseudonymised single measurement data:

This data is shared via the HBM4EU repository. Before the data can be uploaded to the HBM4EU repository a **Data controller – data processor agreement needs to be established between the data controller and JRC**: It is emphasised that JRC is only responsible to ensure secure storage, upload and

³ Guidance, data templates and an example are provided via the HBM4EU internal project webpages

⁴ The option to make the data on the IPCHEM portal website accessible only to HBM4EU project group follows indications of Articles 10 and 11 of the IPCHEM Data Policy and related to “Use of IPCHEM for projects on chemical monitoring data”. This extraordinary project-specific accessibility rules can only last temporarily for the duration of the HBM4EU project. Upon the dissolution of the Project the data generated, collected or analysed in the course of the Project will have to be made accessible to IPCHEM User Groups according to the Open Data Principles and the Exceptional Accessibility Regimes described in Articles 4-7 of the IPCHEM Data Policy.

⁵ i.e. EU Login (<https://webgate.ec.europa.eu/cas/help.html>) accounts authorised to access and use the Repository by the JRC-IPCHEM team, as IPCHEM system administrator)

download of data and to provide a secure way of exchanging pseudonymised data between different parties. JRC is responsible for creating/revoking the user accounts, but the data controller commits itself to manage access rights to its data for other users. JRC will not be able to access pseudonymised data uploaded by the data controller.

Before granting access to third parties, i.e. nominated users⁶ (EU id) a **Data controller – data processor agreement on the processing of the data by nominated people must be established.**

Obtaining authorization to login to the HBM4EU repository:

1. Data Contact Point:

To enable login to the HBM4EU repository for a new Data Contact Point, authorisation of the EU id is necessary. If not done before, the Data Contact Point shall create an EU LOGIN from this link: <https://ecas.ec.europa.eu/cas>. Once created the EU Login account, the Data Contact Point shall open IPCHEM (<https://ipchem.jrc.ec.europa.eu>) and Log-in. Next, the Data Contact Point shall send a request to obtain authorization to be able to login to the HBM4EU repository (with the e-mail address coupled to your EU id) to IPCHEM support team (jrc-ipchem-support@ec.europa.eu).

2. Data User:

To enable login to the HBM4EU repository for new data users, authorization of the EU id is necessary as well. If not done before, the Data User shall create an EU LOGIN from this link: <https://ecas.ec.europa.eu/cas>. Once created the EU Login account, the Data User shall open IPCHEM (<https://ipchem.jrc.ec.europa.eu>) and Log-in. Next, the Data Contact Point shall send a request to obtain authorization for the Data User to be able to login to the HBM4EU repository (with the e-mail address coupled to the EU ID of the Data User in CC) to IPCHEM support team (jrc-ipchem-support@ec.europa.eu).

5. Information requirements

For project management purposes and to fulfill the ethics requirements of the project, VITO has to keep a registry of the exchanges and of data use. For this purpose, it is requested to provide information on the exchange of data via the repository.

1. For anonymised data:

Provide the following information to HBM4EU.DATAMANAGEMENT@vito.be: which data is exchanged (acronym of institute, acronym of data collection), level of granularity (aggregated or anonymised single measurement data), whether exchanged in HBM4EU format or own format, when the exchange starts, with whom the dataset is exchanged, to which work package the exchange of data applies.

2. For pseudonymised data:

Provide copies of all data controller – data processor agreements to HBM4EU.DATAMANAGEMENT@vito.be (pdf copy) and to the project coordinator: Marike Kolossa-Gehring, (HBM4EU@uba.de). Ensure the agreements contain the requested information mentioned for anonymised data.

⁶ i.e. EU Login (<https://webgate.ec.europa.eu/cas/help.html>) accounts authorised to access and use the Repository by the JRC-IPCHEM team, as IPCHEM system administrator)

* When this form concerns sharing of aggregated data:
I agree to share aggregated data via the HBM4EU internal webpages, accessible to HBM4EU consortium partners only, as interim solution until integration of the data into IPCHEM is complete and validated.

I agree that the aggregated data is included and published in the HBM4EU annual reports on exposure distributions and/or European reference values (D10.6, D10.9 and D10.11).

Aggregated or Single measurement data	Format	Share	Accessible via	HBM4EU project group ⁷	EU Commission and EU Agencies	EU National bodies	General Public
Aggregated data* <i>(that can be considered anonymous)</i>	HBM4EU format	<input type="checkbox"/> YES	<input type="checkbox"/> IPCHEM portal website	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
				<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
			<input type="checkbox"/> HBM4EU repository				
	Own format	<input type="checkbox"/> NO					
		<input type="checkbox"/> YES	<input type="checkbox"/> IPCHEM portal website	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
				<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
Anonymised Single Measurement Data	HBM4EU format	<input type="checkbox"/> YES	<input type="checkbox"/> IPCHEM portal website	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
				<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
			<input type="checkbox"/> HBM4EU repository				
	Own format	<input type="checkbox"/> NO					
		<input type="checkbox"/> YES	<input type="checkbox"/> IPCHEM portal website	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
				<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
Pseudonymised Single Measurement Data⁸	HBM4EU format	<input type="checkbox"/> YES	<input type="checkbox"/> HBM4EU repository				
		<input type="checkbox"/> NO					
	Own format	<input type="checkbox"/> YES	<input type="checkbox"/> HBM4EU repository				
		<input type="checkbox"/> NO					

⁷ The option to make the data on the IPCHEM portal website accessible only to the HBM4EU project group follows indications of Articles 10 and 11 of the IPCHEM Data Policy related to "Use of IPCHEM for projects on chemical monitoring data". This extraordinary project-specific accessibility rules can only last temporarily for the duration of the HBM4EU project. Upon the dissolution of the Project the data generated, collected or analysed in the course of the Project will have to be made accessible to IPCHEM User Groups according to the Open Data Principles and the Exceptional Accessibility Regimes described in Articles 4-7 of the IPCHEM Data Policy.

⁸ A Data controller – data processor agreement between the data controller and JRC on hosting of the data via the HBM4EU repository needs to be established before the data can be uploaded to the HBM4EU repository.

6. Licensing conditions

Data Providers/Owners have the possibility to ask that additional licensing conditions apply to their data, provided that such conditions do not conflict with the Open Data Principles. In such case, the licensing conditions or a reference thereto will be displayed in the metadata section of the relevant datasets.

Licensing conditions:

<i>Please select an option:</i> <input type="checkbox"/> Yes	If yes, please specify by reference to a standard open licence e.g. Creative Commons or provide text: ...
<input type="checkbox"/> No, not applicable	

7. Further requirements related to HBM4EU

If not yet fulfilled, please deliver the required ethics documents to the HBM4EU coordinator (HBM4EU@uba.de) and Lisbeth E. Knudsen (task 1.5 leader, liek@sund.ku.dk) and fill out the ethics template. The template can be downloaded here:

https://www.hbm4eu.eu/wp-content/uploads/2017/04/HBM4EU_Ethics_Template_2018_05_28_v1.0.xlsx.

8. Signature

By signing this form the Data Controller, Data Owner or Data Provider agrees to make their data collection(s) accessible through IPCHEM and accepts the IPCHEM Data Policy, the HBM4EU data management plan, and HBM4EU data policy.

Date (DD/MM/YYYY): ...

Place (City, Country): ...

On behalf of (name of institute): ...

Information is linked with contact information page 1

Name: ...

Signs this agreement as: ☐ Data Controller / ☐ Data Owner / ☐ Data Provider

Signature (inkt): ...

Signature (digital): ...

All Fields in this form are locked upon digital signature