

SEP Data Agreements

Regularly, SEP enters into contractual agreements with various organizations. These agreements are legally binding on Stanford University; therefore, the terms of the agreements must be adhered to carefully and thoroughly. It is essential that all SEP personnel be aware of the following policies.

Data Provided to SEP

Companies often provide SEP with seismic or other data for testing of methods developed in our research. The availability of these data is always attached to agreements that are negotiated and signed by the SEP Director. We MUST adhere to all of the requirements of those agreements. It is the responsibility of all SEP personnel using those data to be aware of the specific requirements attached to it.

Examples of such requirements are (1) that we cannot (or alternatively, must) mention the name of the company that provided the data, (2) that we must not give any information that reveals the location at which the data were obtained, (3) that we cannot send copies of the data to people outside SEP without the expressed written permission from the company that provided the data, and (4) that we must give that company an opportunity to review a draft paper about the results of research that uses the data prior to submitting the paper for publication or making it available to other companies.

Before starting to work on a data set, make sure to read carefully the associated License Agreement. This can be often found online together with the data set. If it is not online, ask for a hard copy to either the SEP Director or the SEP Administrator.

Sometimes students have opportunities, through their own contacts with people in industry, to obtain data from some company. When *any* SEP individual receives such data, it is important to realize that SEP is the actual recipient of the data; therefore, both SEP and Stanford University are bound by any and all agreements related to the data. Therefore, whenever any personnel have the opportunity to receive such data, it is *essential* that the SEP Director be informed about it and that the SEP Director sign all agreements related to the data. Likewise, no SEP personnel should receive data from elsewhere without there being a written agreement that governs requirements related to the receipt of the data. If you have an opportunity to obtain data from an outside organization (including software from other universities), you should bring this opportunity to the attention of the SEP Director.

The SEP office maintains a file of all agreements entered into with outside organizations.

If you have any questions about the above information, please get in touch with the SEP Director. Otherwise, please sign below indicating that you have read, understand, and agree to honor the above policies.

SEP member: _____

Signature: _____

Date: _____