



Community Survey for Science Case for a UK FEL Information Policy

The survey requires the collection and use of the respondent's personal information. In this policy we describe how this information will be collected, used, and retained. The policy is driven by the GDPR regulations and aims to ensure compliance with the GDPR regulations.

Section A – Collection and Usage

1. On the survey we will ask for :
 - a. Respondent's name and title
 - b. Home institution
 - c. Email address
 - d. Ask questions relating to your XFEL-related research
2. These will be used to help develop the UK FEL Science Case and set agendas for upcoming workshops.
3. These will be used to create a mailing list in order that respondents can be contacted if necessary to clarify any answers relating to their research programme.

Section B – Consent

1. Consent to this policy will be asked at the start of the survey on the Survey Monkey website
2. If the person filling in the survey does not agree to this policy then they cannot continue the survey
3. If you do not consent to remain on the invitation mailing list following the survey then please contact James Green (james.green@stfc.ac.uk)

Section C – Retention

1. A copy of the information collected for this survey will be retained for a period of 2 years on the Survey Monkey website and main work computers of Jon Marangos (Imperial College), John Collier (STFC) and James Green (STFC)
2. Any individuals that wish to withdraw their consent to having this data kept at any point after completion of the survey will have their entries deleted. Please contact james.green@stfc.ac.uk.

James Green, Central Laser Facility (STFC) (22nd July 2019)