

Data handling procedures in the PrimeFish project

1. Data will be collected on a local/regional and/or “existing contact” basis. In other words by project partners that already know the company or by other means are in position of likely being a trusted contact point for the respective company. I.e. PrimeFish is to use the partners and their network and to approach companies regarding data/information on the basis of trust between people.
 - a. In cases where there could be concerns about competition within one region and/or that the contact point is too close to one or more of the companies, companies can send data to an independent contact (outside the local/regional project partner) that anonymises it before it is piled with other data.
2. To ensure anonymity the companies that do not want to be mentioned or listed as a source of data for PrimeFish, will **not appear** on any list or in any way be connected to the project. Only 1-2 persons within the PrimeFish consortium will know that the company is participating. This information will be stored with coded access for these 1-2 persons, and for the main project manager in case any unforeseen issues appear.
3. A confidentiality disclosure agreement will be presented by contact point and signed, if felt needed by the company in question or the collecting persons (on behalf of their institutes/companies).
4. All data collected within one region will be anonymised, coded and compiled into a data set for that specie, region etc. and made available for the relevant WP(s). Uncoded information will be available for 1-2 trusted persons, and for the main project manager in case any unforeseen issues appear.
5. Storage of data sets will be on a common secure high quality server set up for the project partners to access. Most likely a commercial server will be used as long as the confidentiality and security is ensured. Once the project is completed the data sets will be deleted.
6. Access of data sets to project participants will be via a web server with good tools for data uploading and downloading, and with the option for attaching the web analysis tools i.e. the PrimeFish tools to be developed, to it for on-line web presentations
7. The contact point will inform companies in a timely manner what data is required and when needed.