**National Dark Fibre Facility Access Form**

1. ***User Contact***

|  |  |
| --- | --- |
| **Name (PI)** |  |
| **Email** |  |
| **Research associates** |  |
| **Institution** |  |
| **Address:** |  |

1. ***Project***

|  |  |
| --- | --- |
| **Project Title** |  |
| **Funding Source** |  |
| **Project Start Date** |  |
| **Duration** |  |

1. ***Experiment***

|  |  |
| --- | --- |
| **Experiment Title** |  |
| **Experiment Start Date** |  | **End Date** |  |
| **Sites to be used** |  |
| **Signal interface standard** |  |
| **Data rate** |  |
| **WDM channels Yes/No** |  |
| **Novel transmission format** |  |
| **Terminal equipment** |  |
| **Intermediate site equipment** |  |
| **Interface with other network?** |  |

1. ***Details***

|  |  |
| --- | --- |
| **Project description** |  |
| **Experiment description** |  |
| **Objective aims** |  |
| **Scientific output and impact** |  |
| **Comments:** |

**Declaration:** *In submitting this form I confirm I have consulted the relevant NDFF staff and have obtained their agreement in principle to supply the above resources. In the case of a resubmission I confirm that a fresh consultation and costing has been agreed.*

***For NDFF Use only***

1. ***Funding***

|  |  |  |  |
| --- | --- | --- | --- |
| **Request** | **Costing** | Reference No. |  |
| **Transmission time** | £ | NDFF management  |  |
| **Technical support** | £  | Date: |  |
| **Consumables/Interfacing** | £ | Email contact: |  |
| **Total:** | £ |  |  |

1. ***Difficulty Assessment***

|  |  |
| --- | --- |
| **Assessment** | **Applies (Y or N)** |
| User equipment to be deployed at terminalsComment: |  |
| User equipment to be deployed at intermediate sitesComment: |  |
| Interfacing with other networkComment: |  |
| Special data interfaceComment: |  |
| Demanding schedulingComment: |  |
| Novel transmission formatComment: |  |

How we process your personal data and what your rights are

**What we need:** The Department of Electronic & Electrical Engineering, UCL will be the ‘Controller’ of the personal data you provide to us. We collect the data that we need to provide and oversee NDFF services for you.

**What we do with it:** All the personal data we collect is available to, and may be processed by, staff listed at: <http://www.ndff.ac.uk/about-us>.

**How long we keep it:** We will keep your personal data for as long as the project runs

**What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. You can contact our Data Protection Officer at data-protection@ee.ucl.ac.uk.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioners Office (ICO).