Application for a CCB account

# Terms and Conditions of Use for CCB Services

1. I will comply with all applicable laws in my use of the services, including, but not limited to, the Data Protection Act 2018[[1]](#footnote-1) and the Computer Misuse Act 1990[[2]](#footnote-2)
2. I will comply with the terms of all Statutes, Regulations, Polices and Codes of Practice for the University of Oxford[[3]](#footnote-3) during my use of the services
3. I will comply with all regulations, codes and guidelines published by the Weatherall Institute of Molecular Medicine[[4]](#footnote-4) during my use of the services
4. I will comply with all University of Oxford rules and regulations pertaining to the use of IT facilities[[5]](#footnote-5) during my use of the services
5. I will comply with the University of Oxford’s Information Security Policy[[6]](#footnote-6) during my use of the services
6. I accept that the University of Oxford’s Statutes relating to intellectual property[[7]](#footnote-7) apply to me and to any intellectual property which I produce during my use of the services, except where this is part of a written agreement
7. I will treat any information of which I become aware during my use of the services as strictly confidential and will not disclose such information to any person unless I have express written permission to do so OR the information is already clearly in the public domain
8. I consent to the processing of personal data supplied during my application to use the services, and any other personal data I may provide whilst using the services[[8]](#footnote-8)
9. I will not use the services for commercial purposes
10. I will correctly cite the original authors of software in publications derived from work which uses the services
11. I will acknowledge the services and any assistance provided by CCB staff in publications derived from work which uses the services
12. I will never share my account or my password with anyone, and if I suspect that my account has been accessed by someone else, I will inform the CCB immediately
13. I will never access another user’s account, and if a user shares their account or password with me, I will inform the CCB immediately
14. I will inform the CCB prior to adding sensitive or personally identifiable information (PII) to the services, including, but not limited to, pseudonymised data or data shared under specific data sharing agreements
15. I will inform the CCB of any changes which might affect my rights to access the system or any data stored therein, including, but not limited to, a change of research group or the end of my involvement in a project
16. I acknowledge that whilst CCB services and data storage are operated according to industry best practices, no guarantees are offered
17. I acknowledge that if payment for CCB services is overdue for more than one calendar month the matter will be escalated to the CCB Steering Committee, who will determine a suitable course of action; this may include restricting access to data or logins in the first instance but ultimately to data being deleted from the system

# How to Apply

* Decide which kind of account you require; CCB accounts are available as
  + fixed term for 3 calendar months at £150; or
  + renewal of fixed 3 calendar months at £150; or
  + perpetual subscription at £125 per quarter or part thereof, with renewal charges sent to your named PI each 1st August
* Check the cost of your account using the form below and raise a PO to cover the charges
  + In Marketplace this is a “Non-Catalogue Request”
  + Item Description: “CCB Account for *[user]*” (substitute as necessary)
  + Category: 401.4011 (suggestion only)
  + Supplier: Weatherall Institute of Molecular Medicine
* Read the terms and conditions
* Complete the application
* E-mail the whole document to [help@imm.ox.ac.uk](mailto:help@imm.ox.ac.uk)

# CCB Account Application

**To be filled in by the applicant:**

|  |  |
| --- | --- |
| Forename | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Oxford SSO number  (in format abcd1234) | Click or tap here to enter text. |
| Oxford e-mail address of applicant | Click or tap here to enter text. |
| Oxford e-mail address of your PI[[9]](#footnote-9)  (will receive renewal reminders) | Click or tap here to enter text. |
| Account type and pricing | Choose an item. |
| PO number for payment of charge | Click or tap here to enter text. |
| I accept the terms and conditions of use for CCB services | Choose an item. |
| Signed | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

1. <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted> [↑](#footnote-ref-1)
2. <https://www.legislation.gov.uk/ukpga/1990/18/contents> [↑](#footnote-ref-2)
3. <https://legal.admin.ox.ac.uk/statutes> [↑](#footnote-ref-3)
4. <https://www.imm.ox.ac.uk/> [↑](#footnote-ref-4)
5. <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml> [↑](#footnote-ref-5)
6. <https://www.infosec.ox.ac.uk/guidance-policy> [↑](#footnote-ref-6)
7. <http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml> [↑](#footnote-ref-7)
8. Please see <https://www.imm.ox.ac.uk/about/data-privacy-notice> for information on your statutory rights [↑](#footnote-ref-8)
9. If you are a PI in your own right, please put your own Oxford e-mail address in this field as well as the field above [↑](#footnote-ref-9)