Data access procedure for
"Genomic characterization of metastatic breast cancers" data

Dear data users,

Thank you for your interest in our work. In this document you will find
- the procedure to have access to the publication data (github and EGA)
- the data access policy form
Please do not hesitate to contact us (see email below), if you have any further questions.

Best wishes,

Fabrice ANDRE : FABRICE.ANDRE@gustaveroussy.fr
Alicia TRAN DIEN : ALICIA.TRAN-DIEN@gustaveroussy.fr

Github access
https://github.com/gustaveroussy/mBC_WES_Fabrice_Andre_2019

1) Send a request to Fabrice ANDRE and Alicia TRAN DIEN (see email in first page) with :
    * your github username
    * the policy form below signed
2) Wait for a confirmation (this might takes a few days)
3) You can now have access to our github via its link

Please note : if you do not follow this procedure, you will get a broken link with a 404 error.

EGA
https://ega-archive.org/studies/EGAS00001003290

Data access decisions can be passed to the EGA in two ways:

1) By emailing helpdesk@ega-archive.org with the email address of each applicant and confirmation of the dataset/s to provide access. EGA
will then create an EGA account with the relevant access permissions.

2) By using the EGA DAC Admin tools (available to DAC's dealing with more than 5 data access applications/month)

Further information on the DAC admin tools and how to access them can be found here: https://ega-archive.org/submission/dac/tools

Please note : if you are located outside of the EU, you also need to send us a charter regarding data security and protection implemented in your facilities.

Data Access Policy

Preamble

Gustave Roussy set up a Data Access Committee (DAC) to process requests for access to the "Genomic characterization of metastatic breast cancers" data.

Article I. Data Access Committee

Article I.1 Composition

Gustave Roussy's DAC is composed of Fabrice Andre, Marta Jimenez and Alicia Tran Dien.

Article I.1 Missions

Gustave Roussy's DAC is responsible for authorizing access to the data.

Article II. Request for access to data

Article II.1 Composition of the application file

The data access request requires:
- A summary of the study, research or evaluation according to the form decided by Gustave Roussy;
- A scientific protocol including at least the details requested in the form;
- The authorization decision of the National Commission for Information and Freedoms (Cnil) or a commitment to comply with a reference methodology published by Cnil signed by the data protection officer or by the legal representative of the requesting entity;
- The list of funders of the study, if any;
- The opinion issued by the scientific and / or ethical committee that evaluated the project and the composition of the committee (s), if any;
- The confidentiality form;
- The documentation necessary to demonstrate compliance with all its data protection and security obligations;
- This policy signed

Article II.2 Application procedures

The request for access to the data is free. It is done by mail to the following addresses
FABRICE.ANDRE@gustaveroussy.fr

m-jimenez@unicancer.fr
ALICIA.TRAN-DIEN@gustaveroussy.fr

Article II.3. Examination of applications

Following the filing of the file with the DAC, the latter:

- verify its good orientation and completeness. Otherwise, the DAC will contact the requester for further information;

- instruct the request for access to the data within one month after receiving the complete file. This time is given <u>as an indication</u>.

Article III. Conditions of use of the data

The applicants undertake to respect all the following measures and to have them respected by their staff as well as any other person(s) assisting them with the use of the data:

- To collect only data adequate, relevant, limited and strictly necessary to the specific treatment that it with these data;

- Do not use the data to which they can access for purposes other than those indicated in the application file;

- Disclose this data only to persons duly authorized by reason of their duties and who have been indicated in the data access request file;

- Do not make any copy of this data except that it is necessary for the execution of their research;

- Take all necessary measures to avoid misuse or fraudulent use of this data;

- Ensure that only secure means of communication will be used to transfer this data;

- At the end of the research project, to fully restore the data, computer files and any information related to these data.

When this task falls within its remit, the applicants undertake to ensure that the persons from whom they collect and / or use the data have been previously informed of the specific treatment that they are carrying out with their data.

Article IV. Notification of data breach

As soon as it becomes aware of this and within a maximum of twenty-four (24) hours, the requester notifies the DAC of any data breach.

The requester provides to the DAC at the time of notification of the incident, or if this is not reasonably possible as soon as possible after the notification of the data breach, the following information regarding their violation:

1) The nature of the data breach;
2) The estimated number of people involved;
3) Categories of the person(s) involved;
4) The categories of Data concerned;
5) The estimated number of Data violated;
Measures taken to remedy the data breach, including, measures to limit adverse effects and potential risks.
The applicants shall as far as possible assist the DAC in reporting the data breach to the relevant control authorization and / or to the person(s) involved in the data breach.

Article V. Data destruction

At the end of the search, the applicants undertake, after having made sure of the terms relating to reversibility:
- Destroy all data
- Return all data to the DAC
- Return the data to the subcontractor designated by the DAC
The return must be accompanied by the destruction of all data (including copies) in the information systems of the applicant and their collaborators.

First and last Name :

Facility attached to :

Date and place :

Signature preceded by the mention 'I pledge to respect this Data Access Policy or will be subject to legal penalties'