

PHYCONET Membership Terms and Conditions

Updated May 2018

By joining, or continuing to use, the PHYCONET Network, you accept the Terms and Conditions (T&Cs) set out in this document. If you do not accept these Ts&Cs, you may terminate your membership by emailing the PHYCONET Network Manager (networkmanager@phyconet.org.uk).

Definitions

BBSRC: The Biotechnology and Biological Sciences Research Council.

NIBB: Networks in Industrial Biotechnology and Bioenergy (BBSRC-funded sector-specific networks which are free to join for academics and industry to build connections and encourage collaboration).

Network: PHYCONET - High Value Products from Microalgae, a BBSRC NIBB awarded to University College London (UCL), grant code BB/L013789/1.

Network Executive Group: Oversees the day-to-day running of the Network; comprised of Network Director Saul Purton (UCL), Network Co-Director Michele Stanley (The Scottish Association for Marine Science) and Network Manager Janet Waterhouse (UCL).

Network Management Board: Convenes twice a year to discuss the direction and impact of the Network. Operated on a roll-on, roll-off basis. The current list is available at <http://www.phyconet.org.uk/about-us/management>.

Network Member: An individual who joins the Network by completing the Membership form (<http://www.phyconet.org.uk/membership>) and agreeing to the Terms and Conditions (this document).

Network website: www.phyconet.org.uk. Designed and hosted by Boshanka Ltd. Features a portal available to Network Members only, which contains a searchable directory of Network Members, resources such as presentations from previous conferences, and a discussion forum.

Network newsletter: Network updates are sent to Network Members who subscribed to the newsletter when joining PHYCONET, or who have subscribed directly to the newsletter posted on social media, via the Mailchimp marketing platform approximately once a month.

The University: Funds for the Network are managed by University College London (UCL).

UKRI: UK Research and Innovation, which brings together the seven Research Councils (including BBSRC), Innovate UK and a new organisation, Research England.

Network Membership

1. When applying to become a Network Member, you agree to provide full and accurate details. It is your responsibility to ensure that your details are up to date; changes should be made by logging in to the PHYCONET website portal with your username and password provided upon registration and amending your details in the "My Account" > "Edit profile" section. If the email address you registered with expires and emails cannot be delivered to this email address, you

will no longer be considered a Network Member, and your details will be removed from the Network database. *Changes to email addresses also need to be communicated to the Network Manager.*

2. You are responsible for your account, and you agree to notify the Network Manager immediately of any security breach of your account.
3. You agree not to use the details of other Network Members in the directory to send unsolicited emails for the purposes of direct marketing.
4. If you do not comply with the conditions of membership, you may have your membership revoked.
5. You may terminate your PHYCONET membership at any time by contacting the Network Manager; this does not affect your subscription to the newsletter.
6. You may terminate your subscription to the PHYCONET newsletter at any time by unsubscribing using the link at the bottom of the newsletter; this does not affect your PHYCONET membership.

Data Management

1. You agree that the data you provide on the Membership form when you join the Network (name, department, organisation, position in organisation, gender, affiliation, region, primary expertise and expected contribution to network) may be uploaded to the secure BBSRC NIBB Extranet in accordance with BBSRC reporting requirements. BBSRC may use the information provided on the BBSRC NIBB Extranet for research-related activities, including but not limited to, statistical analysis in relation to evaluation of the BBSRC NIBB, study of trends and policy and strategy studies. Retained statistical data will be anonymised. Details of BBSRC's data sharing policy can be viewed [here](#).
2. You agree to the details you provide being made available to other Network Members (some of whom may live outside the EU) by means of a searchable directory in the PHYCONET website portal, an area only available to other Network Members.
3. You agree to the details you provide being stored on the Network website's secure UK-based server in a manner which makes it accessible to other Network members, but not to non-members.
4. If awarded Network funding, you agree to your name, name of organisation, position within organisation, title and public description of the activity being funded, to be shared publicly (for example, posted on the PHYCONET website, shared on social media).
5. Unsuccessful applications will be kept for six months after the application deadline and then deleted. Details of successful applications and subsequent project reports will be uploaded to the BBSRC Extranet. PHYCONET will retain this data until the end of the funding period (31 December 2018).
6. If attending an event that is organised or facilitated by the Network, you agree that your name and the name of your organisation can be included on a delegate list and that photographs of the delegates may be used for Network/BBSRC publicity purposes.
7. If you subscribed to the Network newsletter when registering to join PHYCONET, you agree to allow your email address to be used by the Network to send you updates via the Mailchimp marketing platform, approximately once a month. You may unsubscribe at any time using the link at the bottom of the newsletter.
8. You have the right to access your data held by the Network, to ensure that this data is correct, to request changes to incorrect information as well as requesting that your data be deleted.

Use of the Network Website

1. Content available in the PHYCONET website portal is available only to registered Network Members, and should not be passed to non-Network Members.
2. Your unique login details must not be shared with anyone else.
3. You may not alter hard or digital copies of any content printed or downloaded from the website, and you must acknowledge the source of material appropriated from the PHYCONET website.
4. You agree not to use any Network resources for any purpose which is unlawful or harmful.
5. You agree not to upload/post any material to the website which may cause annoyance, inconvenience, offence or anxiety.
6. You agree not to upload/post any material to the website which may adversely affect the operational activities of the PHYCONET website or network.
7. You must have the full and unrestricted right to copy and distribute any materials you wish to post on the website.
8. Material contributed by Network Members and posted on the PHYCONET website is not subject to checks with regard to its accuracy, and any material you use is at your own risk.
9. UCL will not be held liable in the occasional event that the PHYCONET website is unavailable, whether for maintenance purposes or due to operational issues.

Network activities

1. When creating consortia with other Network Members, you are advised to consult your own Institution for advice in knowledge transfer. UCL will not be liable for losses resulting from your consortia-building activities with other Network Members.
2. Application by a Network Member to a network event will be confirmed by email; UCL will not be liable for losses incurred by the Member before confirmation has been issued.
3. Delegates attending a Network event are responsible for travel and subsistence expenses before and after the event.
4. UCL will not be liable for losses incurred by a Network Member due to unforeseeable circumstances (e.g. strike action, transport delays, sudden illness, changes in venue availability, etc.).
5. Where travel expenses for attending a Network event can be claimed (for example, Training & Conference funding), claims must be submitted to UCL within 3 months of purchase and upon submission of the required documentation.
6. The Network is not liable for losses resulting from your decision to engage in Network activities.