#### FACILITIES ACCESS FORM

|  |  |  |
| --- | --- | --- |
| **Name (PI)** |  | **Project Title/Funding Source/Duration** |
| **Institution** |  | Title  Funding Source:  Duration: |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Sites to be used** |  |
| **Signal interface standard** |  |
| **Experiment duration** |  |
| **Data rate** |  |
| **WDM channels Yes/No** |  |
| **Start date and End date** |  |

|  |
| --- |
| **Comments:** |

**Declaration:** *In submitting this form I confirm I have consulted the relevant NDFIS 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 NDFIS Use only** | | | |
| **Request** | **Costing** | Reference No. |  |
| **Transmission time** | £ | NDFIS management |  |
| **Technical support** | £ | Date: |  |
| **Consumables/Interfacing** | £ | Email contact: |  |
| **Total:** | £ |  |  |

**Assessment of the Degree of Difficulty or Challenge for the proposed project**

Description Applies? – Y or N

(to be completed by the NDFIS Manager and discussed with the PI at the time of submission)

|  |  |
| --- | --- |
| **Assessment** | **Applies (Y or N)** |
| User equipment to be deployed at terminals  Comment: |  |
| User equipment to be deployed at intermediate sites  Comment: |  |
| Interfacing with other network  Comment: |  |
| Special data interface  Comment: |  |
| Demanding scheduling  Comment: |  |
| Novel transmission format  Comment: |  |

How we process your personal data and what your rights are

**What we need:** The Department of Electronic & Electrical Engineering, UCL will be what’s known as the ‘Controller’ of the personal data you provide to us. We collect the data that we need to provide and oversee NDFIS 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.ndfis.org/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](mailto: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).