Terms and Privacy Policy

This document sets out the policy for data management in relation to the ModelShare Program led by the Certification Working Group at the Open Modeling Foundation (OMF). This document in no way supersedes any other policy pertinent to the entirety of the OMF, such as the organization's Code of Conduct or Charter.

During the ModelShare Program, members of the scientific community and the public will be invited to attend online workshops aimed at developing good practices and recommendations for improving metadata in computational model-sharing and publishing platforms. The workshops and development of the recommendations will be led by the ModelShare Team (Christopher Erdmann, Sandra Gesing and Ismael Kherroubi Garcia). The ModelShare Team will use information shared during workshops to co-author a final report with community-informed recommendations.

The online workshops will be conducted using Zoom. When signing up to workshops, attendees will provide their name, email and affiliation, if they have one. **These data will be shared with the Zoom account holder, and not the OMF nor the ModelShare Team.**

During workshops, attendees can share further information by (i) typing in Zoom's chat function, (ii) speaking aloud, (iii) typing into a shared document made available by the ModelShare Team, and/or (iv) sharing their video. **Attendees are responsible for the data they choose to divulge, and will not be requested to share any personal data.** All attendee interventions must abide by the OMF's Code of Conduct.

(i) Data shared via Zoom's chat function during workshops will be securely stored and made accessible only to the ModelShare Team. The chat document will be analyzed to inform the development of the final report. The chat document will be deleted either by 28 June 2024 or as soon as its analysis has finished, whichever comes first.

(ii) Data shared by workshop participants aloud (by "unmuting" on Zoom) will not be stored. The ModelShare Team will record panel discussions and/or presentations, but *not* audience member questions or interventions. Recordings will be edited to cut out any vocal participation by the audience. These edited workshop recordings will be made available to the public by 28 June 2024.

(iii) Workshop attendees can type into a shared document made available by the ModelShare Team. The shared document will be editable by the public only during

workshops. Attendees are encouraged to take notes and share thoughts from activities during the workshops. The shared document will be analyzed by the ModelShare Team to inform the development of the final report. The shared document will be deleted either by 28 June 2024 or as soon as its analysis has finished, whichever comes first.

(iv) During workshops, all attendees can choose to join with or without video. Although the ModelShare Team will, to the best of their ability, later share recordings *without* audience participation, audience members who choose to share their video are more likely to appear during said recordings. The ModelShare Team will remind workshop participants of this during workshops before recording commences, enabling participants to switch their videos off if they so wish.