

## **CRC/TRR228 Project Database - Data Policy -**

### ***Guidelines concerning the handling of CRC/TRR228 data***

#### **Preamble**

This data policy outlines the principles concerning the handling of CRC/TRR228 project data. It provides general directives and rules regarding the data provision, exchange, use and rights of access within the CRC/TRR228 Project Database (TRR228DB, [www.trr228db.de](http://www.trr228db.de)) infrastructure. The aim of this policy is to ensure timely submission of data for the re-use within the project and to ease collaboration among the project participants. Furthermore, it protects the researchers' intellectual property rights and provides rules for re-use of data within the project or by third parties.

#### **§1 Definitions**

- The term “project members” includes all principle investigators (PIs and PLs) and staff employed by the individual CRC/TRR228 projects (e.g. doctoral and postdoctoral researchers, student research assistants). Associated members such as cooperating scientists, external collaborating research partners and fellows with granted access to the TRR228DB have to follow the same rules.
- The term “project data” contains all types of data that are generated within and/or financed by the CRC/TRR228 program during the course of scientific research by the project and/or associated members (data originator). This includes research data in their different stages from raw data as well as processed, analysed and published data like measurement data, audiovisual information, survey data, texts, images, descriptions etc. [1]. Project data also comprises scientific output derived from research data such as publication or presentations.
- The term “metadata” encompasses all the information necessary to interpret, understand and use a given dataset. Metadata is descriptive data about data and the primary mechanism for documenting data. It is essential for discovery, access, and effective re-use of project data.

#### **§2 Data provision & responsibilities**

- All data must be collected or created lawful within the framework of the CRC/TRR228 according to the DFG-Guidelines for Safeguarding Good Scientific Practice Code [2]. All data have to be true and correct. The corresponding data originator(s) and/or the data provider(s) is responsible for the data quality and quality control.
- All data collected or created within the framework of the CRC/TRR228 must be made available to the TRR228DB in a timely manner though at the latest at the end of a granted funding phase. The PIs and PL are responsible for the data supply within the period scheduled.
- Besides the elementary dataset, the project members must provide metadata (e.g. coordinates, descriptions of data structure, used methods and instruments, quality statements, etc.). It must be guaranteed that the data is understandable at a later date and a user is able to re-use the dataset without needing to refer back to the data provider.
- Each project member is responsible for entering his/her data including metadata into the TRR228DB. This also includes the definition of access restrictions for data downloads during the project duration as well as exclusion / confirmation to publish data open access after an embargo period of two years after project termination. Project members are responsible that all data provided to the TRR228DB

are conform to the General Data Protection Regulation of the corresponding country where the data was collected and is stored.

- All data that is provided to the TRR228DB is owned by the data originator and the CRC/TRR228.
- If a project member (data originator) leaves the CRC/TRR228, all data have to be handed over to the responsible PI or PL. If a PI or PL leaves, the project data have to remain with the CRC/TRR228. The PI or PL has to handover all project data to a project successor. The data originator can keep a copy of his data and further work on it.

### **§3 Data Documentation**

- Datasets submitted to the TRR228DB must be accompanied by metadata. It is essential that metadata are submitted at the same time as the datasets to which they pertain.
- All metadata are open access and always freely accessible.

### **§4 Data access & re-use**

- Project members have the right of access to project data only for non-commercial and scientific purposes.
- Project members have to inform the originator of the data of their intended use, and, in case of planned publication, the data originator has to be involved. Data used in a publication has to be properly cited.
- Project members agree not to distribute other researchers' data in the TRR228DB to third party without prior consent by the original data supplier.
- The project members commit that they will not pass any data nor passwords to thirds that enables access to the database. Datasets acquired by their own projects are excluded from this rule.
- Former project members have remaining access to the TRR228DB, as long as the user account is not expired.
- All data collected during the lifetime of the CRC/TRR228 should be made publicly available for download after an embargo period of two years after project termination. Data will remain private for project members if the data originator(s) and/or provider(s) have excluded to publish their data open access. Further exceptions must be arranged in agreement between projects and the steering committee. The TRR228DB administrators have to be informed about the agreements.

### **§5 Data privacy**

- Confidentiality of personal data must be protected. Personal data which means any information that can be used to uniquely identify a natural person, either directly or indirectly shall be kept confidential in accordance with the General Data Protection Regulation of the country where the data was collected or created and is stored.
- By collecting or creating personal data it must be clarified in a declaration of consent if and how the data can be further used by the data originator, project or forwarded to third parties. The data originator has to inform about the re-use conditions of the data.
- It is recommended to anonymise data before sharing and publication.

### **§6 Citation and Acknowledgments**

- All data supplied to the TRR228DB can be accompanied by a data licence.
- Users of the data must acknowledge the data originator in any publication or other derived work.

- Each dataset in the TRR228DB is citable, consisting of at least author(s), year, title, publisher/distributor and identifier.

## **§7 Implementation and enforcement**

The TRR228DB will ensure that:

- All data is made available according to access permissions to the public at no cost through the TRR228DB website.
- In accordance with the DFG-Guidelines of the Handling of Research Data [1] and the DFG-Guidelines for Safeguarding Good Scientific Practice Code [2] all data in the TRR228DB will be stored and is accessible during the project activities and up to 10 years after the project is finished.
- All metadata are available for public searching at no cost through the TRR228DB website.
- The TRR228DB provides appropriate guidelines, tools and assistance.

In case of conflict the CRC/TRR228 executive board should mediate.

### **References:**

[1] DFG Senate (2015): DFG Guidelines on the Handling of Research Data

[2] DFG Senate (2019): Guidelines for Safeguarding Good Scientific Practice Code