SWISS U base

Data Policy

University of Neuchâtel

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FORS
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1. INTRODUCTION

A. Context

Open science is a movement of democratization of the scientific and academic practices. In this view, knowledge (publications) and research data (recordings that have permitted the creation of the knowledge) should be as widely accessible as possible.

SWISSUbase is a Swiss online data repository, providing an infrastructure for research data publishing, sharing, and archiving. It has several partners in the Swiss academic landscape: FORS, Language Repository Switzerland (University of Zurich), University of Lausanne, and University of Neuchatel.

This document states the University of Neuchâtel's policy regarding ORD (Open Research Data) and the use of SWISSUbase by its collaborators.

B. Scope

The current policy applies to all researchers of the University of Neuchatel who want to deposit their data at SWISSUbase.

C. Definitions

- Creative Commons: group of licenses used for sharing data.
- Data Depositor: a member of UniNE who deposits research data on SWISSUbase.
- Data Steward: a member from UniNE or a partner institution, advising and helping researchers in their data management/sharing.
- Digital Object Identifier (DOI): persistent and unique identifier of a digital object such as research project, dataset, or publication.
- FAIR: to comply with open science recommendations, data must be:
  - Findable
  - Accessible
  - Interoperable
  - Reusable

- LaRS: Language Repository Switzerland.
- Open Access: open access to publications.
- Open Research Data (ORD): open access to research data.
- Personal Data: data relating to an identified or identifiable person.
- Sensitive Data: personal data on a sensitive topic, such as:
  - Religious and political opinions and activities
  - Ethnicity
  - Sexual orientation
  - Criminal recordings and sanctions

2. CONDITIONS

A. Depositors

Every researcher at doctorate level or above, in the four faculties of UniNE (Faculté des sciences, Faculté des lettres et sciences humaines, Faculté de droit, Faculté des sciences économiques) has the right to deposit his or her research data on SWISSUbase.

Data Depositors must have the intellectual property rights on the data, or be in possession of the explicit authorization from the holder/co-holders of these rights to publish data on SWISSUbase.

If the research project in which the data have been produced is a collaboration between multiple entities, the presence of one UniNE researcher in the project is theoretically sufficient to grant the right to publish data on SWISSUbase.

B. SWISSUbase

SWISSUbase is UniNE's official partner regarding research data publication and preservation. Its use is warmly recommended for its intrinsic qualities as well as its visibility amongst the Swiss scientific community, but not mandatory. Researchers can be advised by UniNE's Data Steward in the choice of the data repository they use, but they are the only deciders on where their data will be published, as long as they follow the SNF guidelines.

3. PROCEDURE

Data deposit procedure on SWISSUbase is divided into three parts: project creation, data curation, and publication.

A. Creation of the project

The first step is to log into SWISSUbase via Switch edu-ID and create a new project. In this folder, the metadata concerning the study (authors, abstract, founding, date…) are indicated precisely, permitting the data to be as findable as possible. A DOI will be associated with the project.

B. Data curation

Once the project is created, data will be curated. In the context of ORD, data curation refers to any activity of selection, manipulation, and documentation of data with the goal of publication. It means selecting the data that will be shared, modifying it if needed, converting it into open formats if possible, and adding information (metadata) that allows the data to be reusable.

As a general guide in this procedure, it must be kept in mind that:

- The main goals of data publication on SWISSUbase are:
- Preservation of research data

- Re-use by third parties for producing new knowledge
- Transparency and reproducibility
- Learning and teaching
- Research Data must be as open as possible, as closed as necessary
- The data must respect the FAIR principles

In most cases, data curation at UniNE will be achieved by the researchers, with the help of the Data Steward / Data Curator – if asked.

However, in two disciplines, others partners will be responsible for the data curation:

- **Linguistics:** LARS will manage data curation. Their Data Policy must also be respected.
- **Social Sciences**: FORS will manage data curation. Their Data Policy must also be respected.

In both cases, researchers can ask the help of UniNE's Data Steward to prepare their data before letting FORS or LARS take care of the final data curation.

C. Data publication

After the curation, data will be published.

Personal and sensitive data

Sensitive data are not meant to be shared, unless data are efficiently anonymized, or if the researchers decide to limit and manage access to the data. Data Stewards at UniNE and SWISSUbase can be consulted on this topic for guidance.

Personal data that allows direct identification, such as video recordings, follow the same principles. They can however be openly published if subjects have explicitly agreed (consent form) that data concerning them will be shared.

Publication timing

Data will ideally be published as rapidly as possible, but researchers can express the demand to benefit from the primacy of their data during a given period.

4. AFTER DEPOSIT

A. Data deletion

Once published, data cannot be modified/deleted by researchers themselves. They can contact the Data Steward to get this modification done. A new version of the project will then be created, with a distinct DOI from the previous.

Data will be stored for at least 10 years. After this period, data depositors will be consulted to decide if data storage will be prolongated.

B. License and intellectual property

Data deposit does not modify the ownership of the data, as SWISSUbase is only an infrastructure permitting the storage and sharing of data. The owner of the data, and not SWISSUbase nor UniNE, is therefore the only responsible of the data published.

Reuse by third parties is determined by the license chosen by researchers, or specific contracts. Data consumers must follow the terms of these license/contract, including, the citing of the data owner (except with the C0 license).