



SWISS  base

Data Policy

Data Service Unit Neuchâtel

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1. INTRODUCTION

1.1 Context and Scope

This policy defines the purposes and functioning of the UniNE Data Service Unit.

This policy applies to all UniNE researchers, including PhD students and post-doctoral fellows, who can publish their data on SWISSUbase. Masters' students must contact the UniNE DSU before publishing their data.

For UniNE researchers working in the disciplines of Social Sciences, Humanities and Linguistics, once submitted, their data will be curated and published by one of these SWISSUbase Data Service Units:

- Social Sciences: FORS
- Linguistics: LARS
- Humanities: DaSCH
- All other domains: UniNE

2. SCOPE OF DATA ACQUISITION

2.1 Purpose of data acquisition

The UniNE DSU seeks to preserve and, when it's possible, share research data produced by its teams.

2.2 Scope of data acquisition

All data produced by UniNE's researchers can be published on SWISSUbase, whether it's quantitative or qualitative, and independently of its type and format. The only restrictions concern:

- Sensitive personal data must be anonymized before sharing or shared only through restricted access with direct authorization from researchers.
- Data concerned by copyright restrictions, or any kind of data sharing agreement that prohibits sharing cannot be published.

2.3 Accepted file types and size limits

No type of file is prohibited by principle, but every deposit will be discussed with the curators of the UniNE DSU. Ideally, open format should be preferred.

Individual file size limit for upload on the platform should not exceed 1 TB. However, for practical use and ease of access, it is recommended to keep individual file size below 10GB.

3. RESPONSIBILITIES AND RIGHTS OF THE DATA SERVICE UNIT

3.1 Data availability and data curation

The DSU curation process generally involves a first meeting between the DSU and depositors to assess the situation and find the best way to document/curate/share the data. If depositors submit a project without previous contact with the team, the DSU curators treat the demand and contact the depositors if necessary.

The minimum duration of preservation for the datasets published with the DSU is 10 years.

3.2 Data and metadata publication

The DSU undertakes to publish the data as soon as possible. A first response will always be given in a two-week timelapse after the submission of a dataset.

The DSU seeks to reach an agreement with the depositors concerning the final decision on the dataset publishing and archiving. If such an agreement cannot be reached, the norm is to respect the most precautionary point of view between the DSU and the depositor.

- The DSU can refuse to archive and/or share a dataset, or part of it, if it considers that the data should not be archived and/or published. The reason for refusal must be explained to the depositor.
- The DSU can decide to restrict the access of a dataset, if it considers that it should not be shared in Open Access. The depositors cannot force the DSU to share a dataset in Open Access if the DSU does not agree.
- The DSU cannot force a depositor to publish a dataset in Open Access if they don't agree.

The depositors can share their data through:

- Open Access: CC licenses in all their modalities (0, BY, SA, NC, ND) and combinations.
- Restricted Access: only users with a SWISSUbase account can access the data, and they must sign a digital download contract.
 - o Added restrictions:
 - Depositors can limit the reuse of their data to: teaching, research, educational and training, commercial and other non-commercial purposes.

- Direct authorization: only depositors can give access to their data, on demand. The decision to give access is at their discretion.

In addition to any kind of access, depositors can add an embargo to their data, for any reason that must be discussed with the DSU.

The depositors accept that the metadata of their published project and datasets can be harvested by data catalogue such as CESSDA's, CLARIN VLO or UniNE's institutional repository Libra.

3.3 Right to withdraw and/ or delete data

If information regarding any infringement of research ethics (for example: unanonymized personal and/or sensitive data, data falsification, data theft, data collected without informed consent from human participants, data published without the authorization of the data owner) or Swiss laws should be discovered after the publication of a project/dataset, the DSU reserves the right to withdraw it and then refer the case to the law services of the University of Neuchâtel.

When the maximum duration of the deposit will be reached, the data depositor will be contacted to determine if the data should be maintained or suppressed.

If a dataset/project should be withdrawn or deleted, certain metadata from the project and dataset submission will be kept, which direct the DOI of the submission to a tombstone page indicating that the data have been withdrawn or deleted.

3.4 Continuity of Service

In the event that the cooperation between SWISSUbase and the DSU ends, appropriate measures will be taken to ensure continued access to and preservation of research data in a trusted environment.

4. RESPONSIBILITIES AND RIGHTS OF DATA DEPOSITORS

4.1 Intellectual property rights, copyright

The University of Neuchâtel detains all intellectual property rights on data and publications collected and created by its research teams:

Loi sur l'Université de Neuchâtel, Art. 94 : L'Université est titulaire des droits de propriété intellectuelle portant sur toutes les créations intellectuelles techniques, y compris les logiciels, ainsi que les résultats de recherche, y compris le savoir-faire, obtenus par les membres de la communauté universitaire dans l'exercice de leurs activités au service de l'Université.

In practice, UniNE delegates to its researchers the right to manage how the data and publications they produce are handled, preserved, and shared.

The Principal Investigator of a research project is responsible for the data, unless someone else is mandated to fulfill this function. The responsible should be the contact

person for the SWISSUbase project. If this person could not be reached for management of the project/dataset published on SWISSUbase, the DSU will contact all authors by order of citation, from first to last. If none can be reached, the DSU will decide what happens to the project/dataset.

All authors who participated to data collection, treatment and analysis have the moral right to be mentioned in the dataset citation, independently of their status in the project.

4.2 Publication and archiving of personal/sensitive data

As a matter of principle, unanonymized personal and/or sensitive data will not be published, especially if this could result in disadvantages of any kind for the persons and organizations concerned.

Data depositors may only publish personal data if there is a corresponding informed consent allowing such publication of the data. In this case, the data would be shared only in restricted access with direct authorisation.

Data are only published and archived on SWISSUbase if the corresponding data protection and ethical regulations are met.

4.3 Data quality and publication

Data depositors use SWISSUbase only for complete datasets that support a scientific publication, are subject to a publication requirement, or have a high reuse value for third parties. For all other cases, data depositors should contact the DSU.

Data Depositors must comply with the FAIR principles: Data depositors are responsible for sufficient data quality as well as the consistency of the dataset.

Data depositors must provide sufficient documentation (README, manuals, codebooks, etc.) for data reuse. If the documentation is considered incomplete or insufficient by the DSU, it can ask for more documentation before accepting to publish the dataset.

Data depositors may be contacted by the DSU if there are concerns about the long-term suitability of the datasets.

If a depositor creates an incomplete project or dataset without submitting it, the DSU will reach them as soon as possible. If the depositor does not answer or does not have the intention to publish a dataset for archiving and/or sharing purposes, the DSU can decide to withdraw or delete concerned project/dataset.

4.4 Right to request data withdrawal and/or deletion

Data depositors have the right to request that published and archived data be withdrawn from the SWISSUbase public catalogue or deleted completely (removed from the public catalogue and deletion of the archival package). Data depositors cannot delete archived and published data themselves but can request the withdrawal and/or deletion by contacting the DSU, indicating a valid reason for the request.

Data will only be deleted after the case has been individually reviewed and the decision discussed with the data depositor.

Certain metadata from the project and dataset submission are kept, which direct the DOI of the submission to a tombstone page indicating that the data have been withdrawn or deleted.

5. POLICY REVIEW

This policy will be reviewed periodically at least every two years, beginning in January 2027.

If needed, a punctual review could be done at any time on the initiative of the DSU. Data depositors can also ask for revision, but they must give a precise reason and points to review.