

# DATADEPOSIT TERMS OF USE

When depositing your research data in DataDeposit, you acknowledge that you have read and accept the terms and conditions of using DataDeposit.

## DEFINITIONS

**Data owner** = The person who uploads the data in DataDeposit is named “data owner” in the system. This does not necessarily mean that this specific person is the actual creator of the data and/or the only creator – it’s just a system formality.

**Administrator** = a few selected employees in CLAAUDIA have administrative access to DataDeposit and all the data in the system, regardless of the data’s classification and access restrictions. This is to ensure responsible data curation and to ensure that the system functions properly.

## DESCRIPTION OF THE SYSTEM

- DataDeposit is an internal AAU storage system for finalised research data that is no longer subject to change.
- DataDeposit is for all types of data regardless of data classification and format.
- DataDeposit is not suitable for journal articles, media and impact, prizes, preprint, conference paper etc. Those types of research outputs must be registered in VBN.
- When storing data in DataDeposit the uploaded version freezes making it impossible to change the data once saved.
- There is no version control on datasets in DataDeposit. However, it is possible to save several versions of the same dataset and manually annotate them as being different versions.
- There is a maximum storage of 1 TB pr. dataset upload. If your dataset is larger than 1 TB, you will need to divide it into two or several datasets.
- Data are stored in DataDeposit for five years.
- When uploading data in DataDeposit, 3 copies of data will be made and located at a storage system at AAU’s datacentre.
- When pressing the “Archive” button in DataDeposit, your data will be uploaded to an S3 backup at an external datacentre.
- Data can’t be changed or deleted within the retention-time of 5 years.

## DataDeposit Terms of Use

- DataDeposit are only accessible for academic staff employed at AAU. People outside AAU and otherwise employed at AAU can't access DataDeposit, upload data in the system or view data stored in the system.
- It's recommended by AAU that all academic staff upload their data and metadata to the DataDeposit to ensure FAIR data and proper governance of the data.

## DATA'S ACCESSIBILITY AND VISIBILITY

- Use your AAU credentials and password to login to DataDeposit.
- Upon cessation of AAU employment, you no longer have access to DataDeposit and the data within the system. Content will remain in the system and continue to be available until the retention period.
- Data uploaded in DataDeposit are stored in folders. When creating a folder, you must choose the data classification of the data in the folder<sup>1</sup>. Depending on which data classification you choose, the folder automatically is open or closed to the rest of AAU.
- In each folder it is possible to define access restrictions to the data.
- All data stored in DataDeposit are accompanied with metadata descriptions that describes the content of the data. It is recommended to supplement the metadata with information about the data handling e.g. Via technical documentation or a DMP.
- For academic staff it's possible to search, view and download data marked as public in DataDeposit.

## USER RESPONSIBILITIES

- When using DataDeposit, the data owner is solely responsible for the content of their files and folders – that is describing the data with correct and meaningful metadata and other descriptions, that makes it possible to understand the data and the way it has been handled.
- The data owner is responsible for choosing the appropriate data classification for their data and thereby ensuring appropriate access conditions.
- The data owner is responsible for updating changes in data or usage permissions in DataDeposit.
- The data owner must check access to their dataset every 6 month to ensure that only relevant people can access the data.
- Administrators are responsible for the system works properly as well as data curation – this is for example deletion of data at the end of the retention period, or in case of an audit or inspection where authorities need to view AAU's research data.

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<sup>1</sup> The levels of data classification build upon AAU's data classification model.

## LICENSING TERMS

- Data that are stored and defined as “public” in DataDeposit, are available to reuse under the licensing terms selected by the data owner.
- The chosen data license appears in the metadata. The data license describes the terms and conditions for reuse of the data (see the field “rights list”).
- To ensure good research practice and compliance with the licensing terms, users must give proper credit when reusing data in DataDeposit.

## RIGHTS AND OWNERSHIP

- Data that are stored and defined as “public” in DataDeposit, are available to reuse free of charge for academic employees within AAU.
- The public sharing of data within AAU, do not entail any transfer of ownership or any other right of exploitation.

## LIABILITY

- AAU disclaims any warranty regarding the data’s accuracy, adequacy or completeness of the information stored in DataDeposit.
- AAU is not liable for errors or incorrect conclusions related to the reuse of data in DataDeposit.
- AAU staff are not responsible for the content and quality of stored material.
- If you believe content that are public available in DataDeposit, infringe copyright, privacy concerns or due to other legitimate courses should be removed or put in a closed folder, please contact CLAAUDIA at [AAU Serviceportal](#).

## CHANGE TO THESE TERMS

AAU may revise, adjust or change these Terms of Use at any time. You should regularly check and read the current Terms of Use.

Please contact CLAAUDIA at [AAU Serviceportal](#) if you have questions to this policy or to the use of DataDeposit.

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