

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

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.

Community owner = The researcher who gets the community created. PhD students cannot on their own create a community. They can only be community members.

Collection owner = The person who creates the collection in the community. The members of the community can by themselves create as many collections as needed in the community. Each collection must be part of a research project.

Dataset owner = The person who uploads the data in DataDeposit. This does not mean that the dataset owner is the actual creator of the data and/or the only creator.

DESCRIPTION OF THE SYSTEM

- DataDeposit is an internal AAU long-term storage system for finalised research data that is no longer subject to change.
- 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.
- DataDeposit is for data classified up to and including level 3 according to the AAU model.
- Once you push the archive button, you cannot make changes to your dataset.
- 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 default maximum storage space of 2 TB pr. collection. It is possible to apply for increased collection storage capacity at [Aalborg Universitet - Service Portal](#).
- There is a maximum storage space of 1 TB pr. dataset upload. If your dataset is larger than 1 TB, you need to divide it into two or more datasets.

DataDeposit Terms of Use

- Datasets are by default stored in DataDeposit for five years.
- DataDeposit is only accessible for employees at AAU. People outside AAU cannot access DataDeposit, upload data in the system, or view data stored in the system.

DATA'S ACCESSIBILITY AND VISIBILITY

- You use your AAU credentials and password to login to DataDeposit.
- Upon end of AAU employment, you will no longer have access to DataDeposit.
- Datasets uploaded in DataDeposit are stored in folders. You must choose the data classification of the dataset in the folder¹. Depending on which data classification you choose, the folder is automatically public, private or confidential.
- In each folder it is possible to define access restrictions to the dataset. This is based on the chosen data classification.
- All datasets stored in DataDeposit get a persistent identifier (PID) in form of a DOI or a UU ID.
- All datasets stored in DataDeposit are accompanied by metadata descriptions that describe the content of the dataset.
- For AAU employees it's possible to search, view and download datasets and metadata marked as public in DataDeposit.

USER RESPONSIBILITIES

- When using DataDeposit, the dataset owner is solely responsible for the content of their files and folders. This includes describing the dataset with correct and meaningful metadata, that makes it possible for others to understand the dataset and the way it has been handled.
- The dataset owner is responsible for choosing the appropriate data classification for their data and thereby ensuring appropriate access conditions.
- The dataset owner must check access to their dataset every 6 months to ensure that only relevant people can access the dataset.
- The collection owner is responsible for ensuring that that the collection does not exceed the default 2 TB storage space maximum, or other approved storage space maximum.

LICENSING TERMS

¹ The levels of data classification build upon AAU's data classification model.

DataDeposit Terms of Use

- Datasets that are stored and defined as “public” in DataDeposit, are available to reuse under the licensing terms selected by the dataset 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”).

RIGHTS AND OWNERSHIP

- Datasets that are stored and defined as “public” in DataDeposit, are available to reuse for AAU researchers.
- The public sharing of datasets within AAU, do not entail any transfer of ownership or any other right of exploitation.

LIABILITY

- AAU is not liable for the accuracy and adequacy of the datasets, metadata, and other information stored in DataDeposit.
- AAU is not liable for any reuse of datasets shared on DataDeposit.
- AAU staff are not responsible for the content and quality of collections and datasets.
- If you believe content that is publicly available in DataDeposit infringes copyright, privacy concerns or due to other legitimate causes 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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