



AALBORG UNIVERSITY  
DENMARK

# 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. This is to ensure responsible data curation and to ensure proper system functionality.

**Community owner** = The person who gets the community created. For PhD. students, it must be a supervisor or another designated contact person, that needs to be the community owner. All communities are created as public.

**Collection owner** = The person who creates the folder in the community. The members of the community can by themselves, create as many collections as needed in the community.

**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. Be aware that there are certain responsibilities connected with the data owner role.

## 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 data classified up to and including level 3.
- 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 need to divide it into two or several datasets.
- Data are pr. default stored in DataDeposit for five years.

## DataDeposit Terms of Use

- 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 are only accessible for employees at AAU. People outside AAU can't access DataDeposit, upload data in the system or view data stored in the system.
- By project completion a copy of the finalized research data<sup>1</sup>, associated metadata and other project documentation must be stored in DataDeposit to ensure FAIR data and proper governance of the data.
- To upload research data to a research group community in DataDeposit, you must be employed within the research group. This is due to the possibility of fulfilling the responsibilities of the role "data owner".

## DATA'S ACCESSIBILITY AND VISIBILITY

- You 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 is 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 is automatically open or closed to the rest of AAU.
- In each folder it is possible to define access restrictions to the data. This is based on the chosen data classification.
- If metadata for a specific dataset and the data are marked as "public", the metadata are exposed and findable on your personal VBN profile. The data itself are only available via DataDeposit.
- All data stored in DataDeposit gets a DOI or a UU ID, making it possible to track and find the data again.
- All data stored in DataDeposit are accompanied by metadata descriptions that describe the content of the data. The data must be supplemented by metadata with information about data handling e.g. Via technical documentation or a DMP.
- For AAU employees it's possible to search, view and download data and metadata marked as public in DataDeposit. All relevant data, documentation and information from a research activity must by default be stored in a community dedicated to the research project.

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

## 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 for others 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.

## 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 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.

**Version 2: 02.10.2025, by CLAAUDIA**