CARED DATA CERTIFICATE

HOW TO

The Keeper Service takes care of your data even after project ending and therefore ensures long term compliant archiving.

With storing your data in Keeper and agreeing to the Cared Data Commitment, you gain the Cared Data Certificate for your project. It can act as a proof of long term compliant archiving on your institutional homepage or poster and presentations.

If you want to gain the Cared Data Certificate you just have to do the following steps:

1. **Read** the Cared Data Commitment https://keeper.mpdl.mpg.de/f/1b0bfceac2/. The Max Planck Digital Library assigns the Cared Data Certificate on a base of trust, so we assume you act in accordance to this commitment once you received the Cared Data Certificate.
2. Fill out the archive-metadata.md text file and provide basic **metadata** for your project. Please follow the recommendations in the comments of the archive-metadata.md file
3. Your project must **not** be **empty** to receive the Cared Data Certificate.
4. Your project must **not** be **encrypted** to receive the Cared Data Certificate.

If you accomplished the before mentioned steps a Cared Data Certificate will automatically be added to your project in Keeper and you will receive a confirmation email.

Accordingly to the Cared Data Certificate the metadata of your project will be listed in the Keeper project catalogue, which will be accessible within the Max Planck Society.

The Keeper Team of the Max Planck Digital Library will happily assist you, please contact keeper@mpdl.mpg.de