



## **Implementation of the Data Seal of Approval**

The Data Seal of Approval board hereby confirms that the Trusted Digital repository 4TU.Datacentrum complies with the guidelines version 2014-2017 set by the Data Seal of Approval Board.

The afore-mentioned repository has therefore acquired the Data Seal of Approval of 2013 on January 28, 2016.

The Trusted Digital repository is allowed to place an image of the Data Seal of Approval logo corresponding to the guidelines version date on their website. This image must link to this file which is hosted on the Data Seal of Approval website.

Yours sincerely,

The Data Seal of Approval Board

## Assessment Information

Guidelines Version:	2014-2017   July 19, 2013
Guidelines Information Booklet:	<a href="#">DSA-booklet_2014-2017.pdf</a>
All Guidelines Documentation:	<a href="#">Documentation</a>
Repository:	4TU.Datacentrum
Seal Acquiry Date:	Jan. 28, 2016
For the latest version of the awarded DSA for this repository please visit our website:	<a href="http://assessment.datasealofapproval.org/seals/">http://assessment.datasealofapproval.org/seals/</a>
Previously Acquired Seals:	Seal date: January 28, 2013 Guidelines version: 2010   June 1, 2010
This repository is owned by:	<b>4TU.Centre for Research Data</b> Prometheusplein 1 2628 ZC Delft Zuid-Holland Netherlands  T +31(0)15 2788600 E <a href="mailto:researchdata@4tu.nl">researchdata@4tu.nl</a> W <a href="http://researchdata.4tu.nl/">http://researchdata.4tu.nl/</a>

### Data Seal of Approval Board

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# Assessment

## 0. Repository Context

### Applicant Entry

*Self-assessment statement:*

3TU.Datacentrum manages a data repository for technical-scientific research data that stores the data in a permanent and sustainable manner, according to the guidelines of the international Data Seal of Approval.

Being a Trusted Digital Repository, 3TU.Datacentrum is demonstrating to researchers that it is taking appropriate measures to ensure the long-term availability and quality of data it holds.

Authors are provided a Digital Object Identifier (DOI) for their dataset and a "ready to go" data citation.

To ensure the data is discoverable and can be re-used more easily all appropriate metadata about the data deposited is stored as well.

The metadata are open for harvesting and for integration in alternative information systems, e.g. Thomson Reuters Data Citation Index.

Furthermore, 3TU.Datacentrum is providing links from datasets to related publications across various portals which makes it easier to find the data.

All data are accessible by a standard web-interface: <http://data.3tu.nl> [accessed Nov.15, 2015]

3TU.Datacentrum was initiated in 2007 by the libraries of the three technical universities in the Netherlands (TU Delft, TU Eindhoven, University of Twente). Since 2013, the three technical universities joined forces in a consortium to make 3TU.Datacentrum accessible for other parties.

3TU.Datacentrum is engaged in Research Data Netherlands, a national coalition of data archives with a mission to promote long-term archiving and reuse of research data.

3TU.Datacentrum does not outsource any of the DSA guidelines, except for the data storage management, as described under Guideline 6.

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

**1. The data producer deposits the data in a data repository with sufficient information for others to assess the quality of the data, and compliance with disciplinary and ethical norms.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

**Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

Data can be deposited in two ways:

1) Do it yourself (for simple datasets)

Researchers may upload the data (up to approx. 10 GB) themselves, using the Data upload form. Registration and login can be accomplished through an institutional account or through an OpenID (e.g. a Google account).

2) Do it together (for complex datasets)

Datasets that are larger or that consist of various parts that must be linked are uploaded with the assistance of a member of 3TU.Datacentrum staff. This also applies if the data must be converted to a particular file format.

The datasets are supplied with all the information that is essential for sustainable data management and future use.

A minimum set of metadata (exceeding the DataCite guideline) has to be provided by either the data producers or is extracted by 3TU.Datacentrum from the data and documents provided by the data producers before the data can be archived.

Data producers are encouraged to supply additional data description documents or links to publications (using persistent identifiers) about the data. The publications are stored in institutional (document) repository (given that permissions are granted) while the data description documents are archived in the data repository.

3TU.Datacentrum secures the long-term storage and permanent access -and, with that, reusability -of the data sets, the metadata and the links to external content.

When defining metadata fields, 3TU.Datacentrum follows the guidelines as far as possible of the qualified Dublin Core specifications; see <http://dublincore.org/documents/dcmi-terms/> and by the DataCite metadata schema; see <http://schema.datacite.org/>

Mandatory fields are: Title, Creator, Date published, Publisher, Description

Optional fields are: Contributor, Date created, Subject, Coverage temporal, Coverage spatial, Identifier, Language, URL to publication.

The number of mandatory fields is kept as low as possible in order to make this service user-friendly for data depositors.

In some cases 3TU.Datacentrum also stores the research method or/and research tool related to the dataset. In such case, adequate metadata belonging to the method or tool has to be provided. Example:  
<http://data.3tu.nl/repository/resource:sensor-51970493-IDRA/> [accessed Nov.15, 2015]

All simple datasets and relevant objects in special collections are assigned digital object identifiers (DOIs) and metadata for these objects are published in the DataCite Metadata store and harvestable through OAI-PMH (amongst others by the national portal for research information NARCIS, and the Thomson Reuters Data Citation Index).

For all objects in the 3TU.Datacentrum resource maps, compliant to linked data standards, are available to users (humans and machines). See also Guideline 3.

## Reviewer Entry

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*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **2. The data producer provides the data in formats recommended by the data repository.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The choice of file format is of essential importance in order to ensure that the research data will remain usable and 'legible' in the future. 3TU.Datacentrum therefore strongly encourages the use of standard, exchangeable or open file formats. For the preferred formats, the 3TU.Datacentrum guarantees that the research data will remain accessible and that they will be migrated or converted if necessary.

3TU.Datacentrum provides three levels of support for file formats:

- Level 1: All reasonable measures will be taken to ensure that the file formats remain legible and usable. These measures include migration, normalisation and conversion.
- Level 2: Limited measures will be taken to preserve the usability and legibility of the file formats.
- Level 3: Access to the data object will be offered in the file format that was originally provided.



3TU.Datacentrum has a [complete overview](#) of all file formats and types of support. It also has an overview of the [preferred formats](#) (Level 1).

All information about data description and file formats can be found at the website:  
<http://datacentrum.3tu.nl/en/publishing-research/data-description-and-formats/> [accessed Nov.15, 2015].

## Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

### 3. The data producer provides the data together with the metadata requested by the data repository.

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### Applicant Entry

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

When depositing data, depositors are required to provide adequate metadata by using the data upload form. Prior to depositing data the depositor has to log-in. If the data set is larger than 10 GB or when there are multiple related sets or sets in NetCDF, the data and metadata are ingested by the data librarian according to predefined procedures for every special collection (e.g. metadata in xml files or inside NetCDF data files are automatically extracted and copied to the index and relevant metadata fields).

The data-model of a special collection determines the granularity of the metadata. Metadata are in rdf with OAI-ORE (<http://www.openarchives.org/ore/>). Namespaces used, apart from the obvious for rdf, rdfs, owl and oai-ore:

- <http://purl.org/dc/elements/1.1/>
- <http://purl.org/dc/terms/>
- <http://xmlns.com/foaf/0.1/> for personal names.
- [http://www.w3.org/2003/01/geo/wgs84\\_pos#](http://www.w3.org/2003/01/geo/wgs84_pos#) for point geolocation. Where possible, locations are provided with a sameAs link to their geonames ( <http://www.geonames.org/> ) counterpart.
- [info:eu-repo/semantics/](http://info.eu-repo/semantics/) for resource types

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- <http://www.library.tudelft.nl/ns/rdf> for specifics that are not covered in the well-known general vocabularies.

This namespace is described in an OWL ontology <http://www.library.tudelft.nl/ns/repo.owl>. Where appropriate, properties and classes are described as specializations of more general properties/classes from well-known vocabularies like the ones represented by the namespaces above and <http://openprovenance.org/> (the Open Provenance Model).

Adherence to these standards is 100%, all rdf is validated at ingest.

To ensure the completeness, accuracy and usability of the metadata, all datasets deposited are undergoing a metadata quality review. The following quality checks on the metadata and data are performed: completeness of required and optional metadata, documentation, links to related materials, file format, privacy issues.

Once the review is complete, comments and suggestions are returned to the data depositor for updates and improvements.

## Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

#### **4. The data repository has an explicit mission in the area of digital archiving and promulgates it.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

#### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The mission of 3TU.Datacentrum is to ensure the accessibility of technical scientific research during and after completion of research to give a quality boost to contemporary and future research. Mission statement is published at the website: <http://datacentrum.3tu.nl/en/about-3tudatacentrum/background-and-mission/> [accessed Nov.15, 2015]

3TU.Datacentrum is a consortium of three partners: TU Delft, TU Eindhoven and Twente University. The 3TU.Datacentrum consortium is open to organizations that share, and actively contribute to, our mission.

3TU.Datacentrum promotes its services as well as best practices to data management to the scientific community in a variety of ways, including exhibits at scientific conferences and meetings of professional associations, print and electronic brochures, and staff efforts in specific areas. Furthermore, 3TU.Datacentrum collaborates nationally and internationally with various organisations, including Research Data Netherlands (RDNL), DataCite and the UKB. More info at: <http://datacentrum.3tu.nl/en/about-3tudatacentrum/collaboration/> [accessed Nov.15, 2015]

#### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

**5. The data repository uses due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

**Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

As of January 2012, 3TU.Datacentrum is a service of Delft University of Technology, Eindhoven University of Technology and the University of Twente. Being part of three technical universities, 3TU.Datacentrum is no legal entity on its own. The 3TU.Datacentrum data archive is hosted by the TU Delft Library and governed by the legal statements of its host institution, the TU Delft. In the licenses and agreements with the depositors and users the TU Delft is the legal entity.

3TU.Datacentrum distinguishes two types of contracts, both published on the website:

1. Deposit Licence Agreement:

[http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/License\\_agreement/License\\_agreement.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/License_agreement/License_agreement.pdf) [accessed Nov.15, 2015]

The Deposit Licence gives permission to 3TU.Datacentrum to disseminate the contents on an open access basis via the internet. It also allows 3TU.Datacentrum to store, copy and modify the dataset, without changing the content, to ensure that it can be preserved and made available in the future.

2. User agreement - General Terms of Use for 3TU.Datacentrum:

[http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/General\\_terms\\_of\\_use\\_3TU.Datacentrum.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/General_terms_of_use_3TU.Datacentrum.pdf) [accessed Nov.15, 2015]

In the General Terms of Use a specific section on personal data protection is included:

Datasets that contain personal information as referred to in the Personal Data Protection Act (Wet Bescherming Persoonsgegevens) may be used only for historical, statistical or scientific research. Persons who use datasets containing personal data are required to comply with the

Code of Conduct for the Use of Personal Data in Scientific Research (Gedragscode voor gebruik van persoonsgegevens in wetenschappelijk onderzoek) published by the VSNU (Association of Universities in the Netherlands).

The three universities as partners in this product provide adequate pool of expertise in issues like copyright and intellectual property.

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **6. The data repository applies documented processes and procedures for managing data storage.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

Data storage of 3TU.Datacentrum is managed by the IT department of Delft University of Technology according to their procedures. The stored research data are backed up (and stored) on hard disks (RAID6) and synchronized (one way) daily. Two times a month a backup is made on disks at another location and retained for one year.

In order to ensure restore procedures the root-filesystems are backed up incrementally on a daily basis and once a week full backups are made. These backups are saved on tapes and will be kept for three months on another location.

A restore can be carried out upon request. On regular basis security updates and patches will be installed when approved. These preservation procedures are outsourced to the ICT department of Delft University of Technology and put down in a service level agreement. Development of additional consistency checks are ongoing.

All specific preservation actions are published in the 3TU.Datacentrum preservation plan available at the website: <http://datacentrum.3tu.nl/en/publishing-research/long-term-storage/> [accessed Nov.15, 2015]

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 7. The data repository has a plan for long-term preservation of its digital assets.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

3TU.Datacentrum ensures standardised, well-documented storage, thereby guaranteeing that the data can be found and re-used. The digital archive guarantees the legibility of the data, even if the hardware and software becomes obsolete. Specific preservation activities, to ensure the long-term availability of the digital datasets, are outlined in the 3TU.Datacentrum Preservation Plan:

[http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/3TU.Datacentrum\\_preservation\\_plan.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/3TU.Datacentrum_preservation_plan.pdf) [accessed Nov.15, 2015]

3TU.Datacentrum has adopted hardware migration and file format migration as its primary preservation strategies:

Hardware migration: transferring, or rewriting data from an out-of-date medium to a current medium, or transferring data between storage types or computer systems. The purpose of hardware migration is to preserve the integrity of digital objects and to retain the ability for clients to retrieve, display, and otherwise use them in the face of constantly changing technology.

File format migration: changing data from one format to another to ensure the readability and usability of the content. If circumstances dictate data within 3TU.Datacentrum are at risk of obsolescence, the content will undergo transformation to a new file format more conducive to its preservation. This may include upgrading datasets to a newer version of the same format or transformation into a completely new file structure. Format migration events will be recorded in the preservation metadata associated with the dataset.

The preservation plan is available at the 3TU.Datacentrum website:

<http://datacentrum.3tu.nl/en/publishing-research/long-term-storage/> [accessed Nov.15, 2015]



## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 8. Archiving takes place according to explicit work flows across the data life cycle.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

The entire archival process from ingest through to access is predefined. Some ad hoc procedures are needed to deal with specific special cases, including non-standard file formats.

The ingest procedure in use by data producers and staff are well documented. Specific preservation actions are described in the 3TU.Datacentrum preservation plan: [http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/3TU.Datacentrum\\_preservation\\_plan.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/3TU.Datacentrum_preservation_plan.pdf) [accessed Nov.15, 2015] See also Guideline 7.

More information and guidance on the ingest procedure for depositors is available in the Data Upload Form and at the website: <http://datacentrum.3tu.nl/en/publishing-research/uploading-data/> [accessed Nov.15, 2015]

The workflow for 3TU.Datacentrum staff is available as document at the wiki for internal use.

3TU.Datacentrum encourages skills development for all staff and is providing a training through Research Data Netherlands which supports this: <http://datasupport.researchdata.nl/en/> [accessed Nov.15, 2015]. 3TU.Datacentrum includes staff with adequate IT skills for all technical issues.

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **9. The data repository assumes responsibility from the data producers for access and availability of the digital objects.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

All data producers must agree to a Deposit Licence Agreement included within the Data Upload Form prior to the archiving of data. This document makes clear that the data producer is granting permission to the 3TU.Datacentrum data archive to re-disseminate and preserve the data.

3TU.Datacentrum has no exclusive rights to the data, data depositors are allowed to make their own data available in any means that they wish.

Although the service takes every care to preserve digital objects and associated metadata, a disclaimer states the repository is not liable for the loss or damage of research data, and takes no responsibility for mistakes, omissions or legal infringements of deposited digital objects.

Deposit Licence Agreement:

[http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/License\\_agreement/License\\_agreement.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/License_agreement/License_agreement.pdf) [accessed Nov.15, 2015]

In case of scheduled interruptions, for instance for maintenance, a notification on the 3TU.Datacentrum data browser website announces the interruption. Furthermore, during maintenance an information page is being presented.

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

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## **10. The data repository enables the users to discover and use the data and refer to them in a persistent way.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

3TU.Datacentrum supports data discovery in various ways. The datasets can always be found through the Data Browser (<http://data.3tu.nl/repository/>) [accessed Nov.15, 2015] by browsing the various dataset collections or by searching the metadata. To enhance the discoverability of the datasets, 3TU.Datacentrum stimulates adding as many metadata and other relevant documentation as possible; see Guideline 3.

All visible metadata and some metadata extracted from datafiles are indexed and searchable. Queries can contain special operators, fieldnames, wildcards etc. and results can be refined using facets by the user.

Research data are currently available in formats suggested, required and frequently used by the data consumers or in formats in which 3TU.Datacentrum has the highest confidence with regard to durability. In case of bulk ingest, 3TU.Datacentrum is willing to convert the deposited data into a preferred format (csv -> netCDF). This occurs occasionally.

All objects maintained by 3TU.Datacentrum are assigned a locally unique identifier. 3TU.Datacentrum uses the DataCite service from the TU Delft Library to assign a Digital Object Identifier (DOI) to each dataset.

All metadata can be harvested via the OAI-PMH protocol.

See also Guideline 1.

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

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Accept

*Comments:*

## 11. The data repository ensures the integrity of the digital objects and the metadata.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

To ensure the integrity of the data sets, for every deposited file a checksum (md5 type) is made which allows us to check the files for defects in later years. Once deposited, files in data sets are never changed and only minor changes to the metadata are allowed. For example: correction of spelling, minor changes in documentation, additional documentation added, etc. Changes to the data themselves will be issued as a new version of the dataset and will obtain a new persistent identifier. These changes are only made in narrow collaboration with the producer of the dataset.

All changes are logged in the Fedora Audit trail.

3TU.Datacentrum does not allow depositors to implement changes themselves once their data is deposited.

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 12. The data repository ensures the authenticity of the digital objects and the metadata.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

3TU.Datacentrum uses the DataCite service from the TU Delft Library to assign Digital Object Identifiers (DOIs) to ensure accessibility and authenticity of the data. Persistent identifiers are minted when items are deposited, and are included with a suggested citation. All datasets in the repository are open access available for the purposes of scientific validation.

Once deposited, files in data sets are never changed and only minor changes to the metadata are allowed. See also Guideline 11.

If applicable, we create collection-level objects which provides a context for the data within the collection. E.g. <http://data.3tu.nl/repository/collection:cabauw>. [accessed Nov.15, 2015].

Audit trails for each digital object are kept and maintained automatically within the Fedora system.

The data repository maintains links to other relevant materials (e.g. article, thesis, documentation, data elsewhere) and to metadata of measuring instruments, locations etc whenever applicable. We use RDF to create semantic links between digital objects or to external resources.

The repository doesn't compare the essential properties of different versions of the same file.

The unique identity of a depositor is ensured by the required login using NetID or any OpenID for identification.

### Reviewer Entry

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*Accept or send back to applicant for modification:*

Accept

*Comments:*



### **13. The technical infrastructure explicitly supports the tasks and functions described in internationally accepted archival standards like OAIS.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

#### **Applicant Entry**

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

3TU.Datacentrum explicitly follows the broad guidance given in the OAIS reference model across the whole of the archival process. Moreover, the archival system of 3TU.Datacentrum, Fedora Commons, has incorporated the OAIS model (<http://public.ccsds.org/publications/archive/650x0m2.pdf> )

The only exception to the compliance with the OAIS model refers to preservation planning. Preservation procedures are outsourced to the ICT Department of TU Delft. See Guideline 6.

Development on the 3TU.Datacentrum infrastructure is a continuously and ongoing process. Development is taken care of by qualified 3TU.Datacentrum staff in narrow collaboration with the TU Delft ICT Department.

#### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 14. The data consumer complies with access regulations set by the data repository.

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### Applicant Entry

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

Any user of the 3TU.Datacentrum data archive must comply with our General Terms of Use when accessing the data archive. A notification about this is published at the home page of the Data Browser, our data search portal: <http://data.3tu.nl/repository/>. Furthermore, a link to the 'Terms of Use' is provided on every page of the data browser.

These terms address issues related to the redistribution of content and copyright concerns:

[http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/General\\_terms\\_of\\_use\\_3TU.Datacentrum.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/General_terms_of_use_3TU.Datacentrum.pdf) [accessed Nov.15, 2015]

In the case of non-compliance with one of the 3TU.Datacentrum General Terms of Use, the use of the dataset must be terminated immediately at the initial demand by 3TU.Datacentrum, according to article 9 of these conditions. 3TU.Datacentrum reserves the right, in such an event, to inform the user's employer. In the event of improper use of personal data, 3TU.Datacentrum also has the right to inform the Dutch Data Protection Authority (College Bescherming Persoonsgegevens).

Data consumers are required to register and login for downloading data except for special collections where direct access by tools is offered.

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

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**15. The data consumer conforms to and agrees with any codes of conduct that are generally accepted in the relevant sector for the exchange and proper use of knowledge and information.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

**Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The General Terms of Use for 3TU.Datacentrum incorporates the principles of “Open Access” and The Netherlands Code of Conduct for Scientific Practice, see:

[http://www.vsnul.nl/files/documenten/Domeinen/Onderzoek/The\\_Netherlands\\_Code\\_of\\_Conduct\\_for\\_Scientific\\_Practice\\_2012.pdf](http://www.vsnul.nl/files/documenten/Domeinen/Onderzoek/The_Netherlands_Code_of_Conduct_for_Scientific_Practice_2012.pdf)

Items in the repository are open access by default. The repository allows a limited-term embargo with a maximum of two years. Once the embargo is lifted or expires the data become publicly available.

3TU.Datacentrum also supports proper attribution through the inclusion of a standardized data citation that appears when users click at the 'full citation' button at the top of the dataset description page.

General Terms of Use:

[http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/General\\_terms\\_of\\_use\\_3TU.Datacentrum.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/General_terms_of_use_3TU.Datacentrum.pdf) [accessed Nov.15, 2015]

Several articles in the General Terms of Use for 3TU.Datacentrum contain conditions or instructions for the users how to make use of the data. In case of non-compliance to the General Terms of Use:

a. In the case of non-compliance with one of these General Terms of Use, the use of the dataset must be terminated immediately at the initial demand by 3TU.Datacentrum. 3TU.Datacentrum reserves the right to, in such an event, to inform the user's employer. In the event of improper use of personal data, 3TU.Datacentrum also has the right to inform the Dutch Data Protection Authority (College Bescherming Persoonsgegevens).

b. The user indemnifies 3TU.Datacentrum against all claims other parties may bring against 3TU.Datacentrum as a direct or indirect result of the fact that the user has not or has incompletely taken these General Terms of Use into

consideration.

Guidance on the use of personal data is provided in Article 7 of the General Terms of Use:

Datasets that contain personal information as referred to in the Personal Data Protection Act (Wet Bescherming Persoonsgegevens) may be used only for historical, statistical or scientific research. Persons who use datasets containing personal data are required to comply with the Code of Conduct for the Use of Personal Data in Scientific Research (Gedragscode voor gebruik van persoonsgegevens in wetenschappelijk onderzoek) published by the VSNU (Association of Universities in the Netherlands).

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **16. The data consumer respects the applicable licences of the data repository regarding the use of the data.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

Any user of the 3TU.Datacentrum data archive must comply with our General Terms of Use when accessing the data archive.

In the metadata of individual datasets additional licenses can be specified (e.g. GNU, Creative Commons, etc)

At the time of this application, 3TU.Datacentrum has not been alerted of any breach of the Terms of Use. Potential steps that may be undertaken in the event of a breach are detailed in Article 9 of our Terms of Use.

General Terms of Use:

[http://datacentrum.3tu.nl/fileadmin/editor\\_upload/pdf/General\\_terms\\_of\\_use\\_3TU.Datacentrum.pdf](http://datacentrum.3tu.nl/fileadmin/editor_upload/pdf/General_terms_of_use_3TU.Datacentrum.pdf) [accessed Nov.15, 2015]

See also Guideline 14.

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*