Implementation of the Data Seal of Approval

The Data Seal of Approval board hereby confirms that the Trusted Digital repository LISS panel data 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 March 23, 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: DSA-booklet_2014-2017.pdf
All Guidelines Documentation: Documentation

Repository: LISS panel data
Seal Acquiry Date: Mar. 23, 2016

For the latest version of the awarded DSA   http://assessment.datasealofapproval.org/seals/
for this repository please visit our website:

Previously Acquired Seals: Seal date: July 5, 2013
                                               Guidelines version: 2010 | June 1, 2010

This repository is owned by: **CentERdata**
                                        Tias Building
                                        Warandelaan 2
                                        5037 AB Tilburg
                                        The Netherlands

                                        T +31 13 466 8325
                                        F +31 13 466 8326
                                        E CentERdata@uvt.nl
                                        W http://www.centerdata.nl/

Assessment

0. Repository Context

Applicant Entry

Self-assessment statement:

The LISS Data Archive is managed by CentERdata, a research institute at the Tilburg University campus in the Netherlands. CentERdata specialises in collecting and analysing (panel) data and disseminating these to academic researchers.

The LISS Data Archive preserves and disseminates the data which are collected in the LISS panel, as well as those of the supplementary Immigrant panel. These panels were founded as the core element of the MESS project, with the goal to facilitate research in the social sciences in the Netherlands and abroad. This is being done by providing scientific researchers with accessible data collection and data.

In 2006, the Netherlands Organization for Scientific Research (NWO) granted a proposal - An Advanced Multi-Disciplinary Facility for Measurement and Experimentation in the Social Sciences (MESS)- to set up the LISS panel as a prominent data infrastructure for social sciences in the Netherlands (see NWO, 2006).

The LISS Data Archive is available at www.lissdata.nl. For more information about CentERdata see:

http://www.centerdata.nl/en/about-us

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:

The aim of the LISS Data Archive is to provide reliable and easily accessible information, including data and metadata, on the entire life-cycle of the LISS research projects. The data are disseminated via the website, where one can access the metadata and data (see https://www.lissdata.nl/dataarchive). Here all public can view information on each study.

The research objectives of the study and information and affiliation of the creator/reseacher are presented, as well as information on data collection (questionnaire, questions linked to the variables, mode, field work date, universe/population, response, other field work relevant information), codebooks and metadata on dataset and variables (name, label, type, related question items, possible computations). After subscribing (free for academic users) one can download the data.

Further, CentERdata uses working methods which are in accordance with the guidelines developed by the Association of Universities in the Netherlands (VSNU) in Code of Conduct for use of personal data in scientific research. The organization and processes involved with creating the LISS data are described in the Preservation and Dissemination Policy of the LISS Data Archive, available at

https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/PreservationandDisseminationPolicyoftheLISSDataArchive_1.3.pdf

CentERdata requests all researchers who use the LISS data to inform her on new scientific publications based on the data. These publications are linked to the referred studies on the website. (see https://www.lissdata.nl/dataarchive/publications). One can view the publications from the study view, or vice versa, one can view the related study via the publication view.

Reviewer Entry

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:

CentERdata produces the data files by itself, which are then ingested in the data archive. The Survey Research Department provides the datasets in SPSS and Stata formats, which are among the most commonly used statistics software packages in the social sciences.

CentERdata controls on each dataset which is ingested by the LISS Data Archive. For this, there is an internal protocol including a second viewer, who controls the codebooks and datasets using a standardized check list. Further, when the data files are entered in the EASY system of DANS, they are checked before admission to the system.

For more information on the ingest procedure, see chapter 6.2 in the Preservation and Dissemination Policy of the LISS Data Archive, available at

https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/PreservationandDisseminationPolicyoftheLISSDataArchive_1.3.pdf

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:

The data in the LISS Data Archive are entered via a web form, which includes standard fields on the study, fieldwork, questionnaire and the dataset. The metadata elements we use correspond to the DDI standard, specifically the DDI 3.1 version. The system names correspond one-to-one to DDI terminology, but for the external interface some terms have been 'translated' for the research community.

The fields include, among other:

• Citation

• Code / Code Scheme

• Coding

• Collection Event

• Concept / Concept Scheme

• Conceptual Component

- Data Collection

- Funding Information

- Group

- Organization / Organization Scheme

- Other Material

- Physical Data Product

- Physical Instance

- Question Construct / Control Construct Scheme

- Question Item / Multiple Question Item / Question Scheme

- Representation

- Response Domain

• Study Unit

• Variable / Variable Scheme.

See for example https://www.lissdata.nl/dataarchive/study_units/view/26.

The data which are archived in and disseminated via the LISS Data Archive are also deposited in the online archiving system EASY of Data Archiving and Networked Services (DANS). Data Users have access to the metadata via the EASY system, but are referred to the LISS Data Archive for accessing the actual data files and more detailed metadata. While the LISS Data Archive contains metadata until question item and variable level, the EASY system of DANS, contains metadata on a study level. The metadata fields in the EASY system are guided as much as possible by the specifications of Qualified Dublin Core (see http://dublincore.org/documents/dcmi-terms/). Obligatory fields include: Title, Creator, Date created, Description, Access rights, Date available, Audience (the latter only in Standard).

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:

Mission

The LISS Data Archive preserves and disseminates the data which are collected in the LISS panel. The objective of this data infrastructure is to facilitate research in the social sciences in the Netherlands and abroad. This is being done by providing scientific researchers with accessible data collection and data. The facility is open to academics anywhere in the world for scientific purposes. The disseminated data and metadata are a public good, with maximal scientific and societal payoff.

Scope and Objectives

The data which are collected in the LISS panel are made available online for all scientific researchers via the LISS Data Archive (see https://www.lissdata.nl). The aim of the archive is to provide reliable and easily accessible information, including data and metadata, on the entire life-cycle of the LISS research projects. In addition to its own archiving and (meta)data dissemination system, the LISS panel archives its data in EASY, the online archiving system of the Dutch Data Archiving and Networked Services (DANS), to ensure long-term availability of the data.

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:

CentERdata complies with applicable laws and regulations including the Dutch Data Protection Act (Wet Bescherming Persoonsgegevens). Furthermore, CentERdata uses working methods which are in accordance with the guidelines developed by the Association of Universities in the Netherlands (VSNU) in Code of Conduct for use of personal data in scientific research (VSNU, 2005). The LISS panel is registered with the Dutch Data Protection Agency (het College Bescherming Persoonsgegevens) under No: m1332907. CentERdata is registered at the Tilburg Chamber of Commerce under the number KvK Tilburg: 41098659.

All researchers who wish to download and use the data of the LISS panel first, are required to sign a statement before receiving access to the data. This statement contains the following rules:

The undersigned...

1. He/she undertakes to keep confidential any information in the data concerning individual persons, households, enterprises or institutions which comes to his/her knowledge during the work on the data.

2. He/she undertakes not to distribute data of the LISS panel or immigrant panel to others without permission from CentERdata.

3. He/she undertakes to use the data for scientific or policy relevant (i.e. non-commercial) research only.

4. He/she does not use the data in a paid assignment for a third party without payment to and written permission from CentERdata.

5.He/she provides a copy of all publications based on the data to CentERdata c/o Stephanie Mertens and includes the following acknowledgement: "In this paper we make use of data of the LISS (Longitudinal Internet Studies for the Social sciences) panel administered by CentERdata (Tilburg University, The Netherlands)."

6. This statement shall remain valid, even after conclusion of the work on the data.

See at https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/LISS_statement_7.pdf

If a data user does not comply with the statement, we follow the following procedure:

1. The person is first personally contacted and addressed on the issue

2. Case by case, we evaluate which consequences are necessary (e.g. if a third person has received the data, he needs to sign his own statement).

3. If the person does not cooperate to the found solution, we exclude the person from further use of the data (account is blocked).

Concerning data disclosure risks:

To anonymize the data the key identifier of the respondents has been encrypted, so that it cannot be connected to the original administration ID. We obviously disseminate no name and address details, geographical information

(postal codes, counties, or provinces), nor too small origin categories. All datasets are controlled for data with disclosure risk as part of the data quality check before publishing. When a dataset contains variables with a specific disclosure risk, we either only publish the metadata of these variables or we aggregate or recode the data such that the information becomes more general and does not lead to the individuals anymore. For example, if a survey contains information which could lead to identifying the respondent (for example in open answer fields), we will take actions to anonymize these pieces of data (for example names are replaced with an X etc.). If variables have been aggregated or computed, this is documented on the website in the variable metadata fields and in the codebook. Furthermore, the panel management system and internal working procedures maintain a strict division of roles and disclosure (eg. panel administrators see NAW data but no survey data, researchers precisely reversed, etc.)

If a researcher makes a special request to use data with any disclosure risk, we evaluate in which terms this may or may not be possible. For example, only on-site access at CentERdata could in some cases be granted.

Within CentERdata, an officer is appointed to attend to the issue of information security/data protection and privacy. This Information Security and Privacy officer is responsible for an up-to-date knowledge level and up-to-date procedures and processes in the organization regarding these subjects. The Information Security and Privacy officer also takes part in the bi-weekly systems management meetings at CentERdata and is entitled to delegate tasks and responsibilities to system administrators and/or other officials in the organization.

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:

The processes for managing the data storage of the LISS Data Archive are described based on the OAIS model in the Preservation and Dissemination Policy of the LISS Data Archive. This document is available at

https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/PreservationandDisseminationPolicyoftheLISSDataArchive_1.3.pdf

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:

In addition to its own system, CentERdata archives the published LISS data files and codebooks in the EASY system of DANS, including study level metadata as is contained in the EASY system. While the data files are accessible for Data Users only via the LISS Data Archive, article 8 of the license agreement between CentERdata and DANS, on Dissolution of the Depositor, states the following: "In the event that the Depositor ceases to exist and there is no legal successor, datasets (or parts thereof) will be made available by the Repository [in this case EASY] as much as possible in the same access category as they were made available originally by the Depositor." While the primary goal is to guarantee long-term preservation by good management of the LISS Data Archive, this additional measure aims at creating maximum trust in long-term preservation.

In addition, the directors of CentERdata and DANS have signed an explicit Statement of Intent for strategic operation in data management for survey data (see http://tinyurl.com/mbbr85u).

Further, DANS creates persistent identifiers (DOIs and URNs) for the LISS data files when they are ingested by the EASY system. These can be viewed on the website of the EASY system. CentERdata's own system already supports persistent identifiers and the intention is to incorporate the persistent identifiers of the EASY system.

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 complete work flow throughout the data life-cycle, from collecting the data to data dissemination, is described in the Preservation and Dissemination Policy of the LISS Data Archive. This document is available at

https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/PreservationandDisseminationPolicyoftheLISSDataArchive_1.3.pdf

The work flow of the ingest phase of the data life-cycle, in which the data are entered into an archive, can be divided into two parts. Ingesting the data into the LISS Data Archive, and ingesting the data into the EASy system of DANS. We describe both here below.

When a questionnaire has been fielded in the LISS panel, the concerned CentERdata Project Leader processes the raw data into a SIP. All data processing steps are documented in and run by using an SPSS syntax file to ensure a full audit-trail to the original data file and a reconstruction of the data processing. For preparing the SIP, CentERdata Project Leaders follow a procedure which is documented in the form of a checklist, containing data and metadata requirements and quality checks. For each Submission Information Package (SIP), there is an internal second-reader-control before the SIP is delivered to the Data Archive Coordinator. When the Data Archive Coordinator receives the SIP, he controls the concerned data and metadata before ingest in the LISS Data Archive. Before the SIP is transformed into an AIP and accepted into the LISS Data Archive, the Data Archive Coordinator follows a Data Entry Check-list, which defines the controls to carry out on the data and metadata in submission. There are also several systematic checks within the data-entry forms used for entering (meta)data into the LISS Data Archive, which prevent entering incorrect or duplicate (meta)data.

The data which are archived in and disseminated via the LISS Data Archive are also deposited in the online archiving system EASY of Data Archiving and Networked Services (DANS). DANS stores the data in a permanent and sustainable manner, according to the guidelines of the international Data Seal of Approval. These data are systematically entered into the EASY system by a dedicated Data Archive Employee of CentERdata. When these data have been uploaded to the EASY system, a dedicated DANS employee controls the data and if necessary takes contact with the CentERdata Data Archive Employee before the data are ingested into the DANS EASY system. Each time a dataset is uploaded into the EASY system, a licence agreement is digitally accepted. For data access, the option 'Other access: no access via EASY' is used. This means that Data Users have access to the metadata via the EASY system, but are referred to the LISS Data Archive for accessing the actual data files.

For more information on this licence agreement and to download the rules of the licence, please view
http://www.dans.knaw.nl/en/about/organisation-and-policy/legal-information/legal-information

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:

The data of the LISS panel are produced by CentERdata itself and it is therefore responsible for the data which it archives and disseminates. When a Client Researcher wants to use the research facility to collect (and thus produce) new data, he or she signs a contract with CentERdata concerning the research project, in which the tasks and responsibilities of each party are stated.

To ensure access and availability of its digital objects, CentERdata follows security and risk management regulations as stated in its Handbook of Information Security and Privacy. The basis of the policy on information security and privacy is formed by the goals of the standard NEN-ISO/IEC 27,002 (EN) Information technology - Security techniques - Code for Information, to the extent they contribute to the by CentERdata desired information security. Based on this, the management has defined a basic security level (basisbeveligingsniveau, BBN). The document is also in conformity with the Dutch 'Code of conduct for use of personal data in scientific research', published by the Association of Dutch Universities (VSNU).

The strategy to reduce the risk of obsolescence is based on storing multiple copies on different storage media on different sites. Once one of the sites collapses, this can be repaired by restoring the data from the other sites. To prevent sites from collapsing, all servers involved are placed in climate controlled professional server rooms.

All data in the LISS Data Archive are stored on redundant disk servers hosted at the Tilburg University computing center. These servers are monitored with a system that sends instant messages to the system administrator on duty in case of a problem. As soon as a problem occurs, the system administrator can repair this using the redundant disk.

All servers on which LISS data are stored are also backed up on a daily base. The backups are encrypted and stored on a different location. In case of a complete system crash, or in case of a calamity affecting the Tilburg University computing center, an external backup of both the data and the system's source code are available at the Vancis data center at another location in the Netherlands. Vancis BV is part of of SURF, the collaborative ICT organization for higher education and research in the Netherlands.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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:

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

Self-assessment statement:

Access to the LISS data is simple and open to every academic researcher, both in the Netherlands and abroad. Within a few months after delivery to the original Client Researcher, the data are made available by CentERdata to scientific researchers through the LISS data website: https://www.lissdata.nl, where the LISS Core Study data are also available.

An extensive set of metadata on the whole life-cycle of the research project are freely accessible to the public on this website, including information on the study objectives, details on data collection, the entire questionnaire and metadata on the data file and individual variables. Also information on publications related to the data is provided when available. On the website one can use several ways to search within the database, such as free keyword search, browsing lists of studies, or a topic or concept based search.

While access to all metadata is unrestricted, it is necessary to register before being able to download actual data. The Data User needs to sign and comply with the rules of the Statement Concerning the Use of Data of the LISS Panel. The signed statement is controlled by the Data Contract Coordinator, which sends the login information by e-mail at approval of access. The Data User can then download all published datasets within the database.

To enable harvesting the metadata of the LISS Data Archive, our repository supports the OAI-PMH protocol (baseurl is https://lissdata.nl/oai/oai2.php). The metadata information based on the Dublin Core about published study units can be harvested here. These metadata can also be searched by Google.

DANS creates persistent identifiers, in this case DOI's and URNs, for the LISS data files when they are ingested by the EASY system. These can be viewed on the website of the EASY system.

To increase visibility of the DHS data, the repository can be accessed through NARCIS, http://www.narcis.nl ("The gateway to scholarly information in the Netherlands"). As the National Academic Research and

Collaborations Information System, NARCIS is the main national portal for scientific information. NARCIS harvests the metadata from the LISS Data Archive website using the OAI protocol.

Reviewer Entry

Accept or send back to applicant for modification:

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 enable controlling on the integrity of data files, of all uploaded files (data files, codebooks, images etc), a MD5 and SHA1 checksum are calculated when the file is uploaded to the server. It is possible to check the integrity of the data file by recalculating the checksum of the current files on the server and compare those values with the checksum determined during upload of the file. This checksums are currently calculated by the system but by default not externally displayed. Upon request they can be provided to the Data User to view and control the integrity of the data file he has downloaded.

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:

The administrative information on the LISS Data Archive database events and requests are logged by the application and can be used to verify past events. To access the data archival system, Questasy, one must be uniquely logged in. Data Users who are logged in, gain limited rights to operate within the system, mainly to download the published datasets and to view and edit parts of their personal account information.

In the LISS Data Archive, the data are only deposited by the Data Archive Coordinator, who is an employee at CentERdata. CentERdata employees have to register for accessing the system and depending on the tasks, a specific role is allocated to the employee. The access rights within the system are dependent on this role. Each handling within the system is logged and can be trailed back to the individual user.

When data files are created at the end of the data collection process, all data processing steps are documented in SPSS syntax files, which are stored in the same internal directory as the data files. Data file names include an extension which stands for the version number (x.x) and for each time anything is altered in a data file this receives a new version number. This procedure, including the file name which is saved, is included in the syntax files.

As part of the SIP, a metadata document, a codebook, is created. The file name of this document follows the same versioning procedure as that of the data file. Changes between document versions are described at the beginning of each document.

If the metadata or data need to be altered after ingesting the SIP into the data archive (as AIP), then the following procedure is followed. The original SIP is modified by the CentERdata Project Leader, using the same documentation procedure as for the first version, i.e. for the data file a syntax file is created including the modifications of the data file. A new version number is allocated to the file. When the description of a question item or variable label needs to be changed, this receives a new name, since the interpretation of the data variable might have been changed. The changes in the data are documented in a readme.txt document, which is saved in the same internal working directory as where the SIP is stored. The changes are also documented in the codebook. After this the Project Leader delivers a new SIP version to the Data Archive Coordinator together with the readme.txt file. The Data Archive Coordinator enters the new version of the data into the data archive and enters information on the modifications, documented internally in the readme.txt file, into specified AIP fields which are visible for the Data Users. Old versions of data files remain stored in the database, but only the newest version of

any file, such as the data file or codebook, is disseminated at a given moment.

Reviewer Entry

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:

CentERdata has developed its own system for data archiving and dissemination, called Questasy. This system is the technical basis of the LISS Data Archive and all questionnaires in the panel are disseminated via this system. Questasy is based on version 3 of the Data Documentation Initiative (DDI). Version 3 of the DDI introduces a life-cycle approach of documenting survey projects and distinguishes between the metadata of questions (data

collection) and variables (dataset). See the DDI Alliance website for more information

(http://www.ddialliance.org).

Questasy is a web application built using a PHP framework and uses a relational database to store data. The LISS Questasy server is also harvestable via an OAI-PMH implementation. Questasy source code is available for free to scientific, academic, and governmental non-profit organizations. More information on Questasy can be found at:

http://www.ddialliance.org/sites/default/files/QuestasyDocumentingAndDisseminatingLongitudinalDataUsingDDI3.pdf

http://www.iassistdata.org/downloads/iqvol3312amin.pdf

http://www.centerdata.nl/sites/default/files/bestanden/factsheet_ddi.pdf

According to the OAIS model (Open Archival Information System), the data processing can be divided into six functional entities and related interfaces: ingest, data management, archival storage, access, preservation planning, and administration. These different tasks are recognized related to the LISS Data Archive and described applying the OAIS functional model in the Preservation and Dissemination Policy of the LISS Data Archive, available at

https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/PreservationandDisseminationPolicyoftheLISSDataArchive_1.3.pdf

In addition, CentERdata carries out and describes tasks included in the pre-ingest process, namely data collection.

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:

The metadata of the LISS studies can be freely accessed by all via the lissdata.nl website.

To access and download the data files, one must sign a statement and comply with the following conditions of use. The statement can be found at

https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/LISS_statement_7.pdf

If a person requests to access restricted data, we evaluate case by case in which terms this could be possible. For example only on-site access at CentERdata could sometimes be granted.

For more about the rules and conditions, see

https://www.lissdata.nl/lissdata/access-data

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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:

CentERdata's working methods are in accordance with the guidelines developed by the VSNU (Association of Universities in the Netherlands) in its 'Gedragscode voor gebruik van persoonsgegevens in wetenschappelijk onderzoek' (Code of Conduct for use of personal data in scientific research, 2005, VSNU). CentERdata will also at all times comply with applicable laws and regulations including the Dutch Data Protection Act (Wet Bescherming Persoonsgegevens).

Data users comply to the code of conduct in the statement which they need to sign to access the data files:

The undersigned...

1. He/she undertakes to keep confidential any information in the data concerning individual persons, households, enterprises or institutions which comes to his/her knowledge during the work on the data.

2. He/she undertakes not to distribute data of the LISS panel or immigrant panel to others without permission from CentERdata.

3. He/she undertakes to use the data for scientific or policy relevant (i.e. non-commercial) research only.

4. He/she does not use the data in a paid assignment for a third party without payment to and written permission from CentERdata.

5.He/she provides a copy of all publications based on the data to CentERdata c/o Stephanie Mertens and includes the following acknowledgement: "In this paper we make use of data of the LISS (Longitudinal Internet Studies for the Social sciences) panel administered by CentERdata (Tilburg University, The Netherlands)."

6. This statement shall remain valid, even after conclusion of the work on the data.

See at

https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/LISS_statement_7.pdf

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:

Data users are required to sign a statement before accessing the data. Information on this statement and the statement form itself are available at https://www.lissdata.nl/lissdata/access-data

and https://www.lissdata.nl/lissdata/sites/default/files/afbeeldingen/LISS_statement_7.pdf

This agreement remains valid even after the completion of work on the data.

If a data user does not comply with the rules, we follow the following procedure:

1. The person is first personally contacted and addressed on the issue

2. Case by case, we evaluate which consequences are necessary (e.g. if a third person has received the data, he needs to sign his own statement).

3. If the person does cooperate to the found solution, we exclude the person from further use of the data (account is blocked).

 If the data user's manner of data usage appears to violate the Dutch Code of Conduct for the use of personal data in scientific research, or the Dutch Personal Data Protection Act or any other national legislation, then CentERdata

may contact the data consumer regarding the issue. If need be, CentERdata may take further actions to contact the disciplinary or legal authorities.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments: