



SWISS  base

Data Policy

DaSCH Data Service Unit

For more information, please contact:
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1. INTRODUCTION

1.1 Context and Scope

SWISSUbase is a Swiss online data repository, which has several partners in the Swiss academic landscape: The Swiss Centre of Expertise in the Social Sciences (FORS) in Lausanne, the Language Repository Switzerland (LaRS; University of Zurich), the University of Lausanne, the University of Neuchatel, and the Swiss National Data and Service Center for the Humanities (DaSCH) in Basel. SWISSUbase for humanities is a repository for humanities data which is curated by the DaSCH Data Service Unit (www.dasch.swiss).

Approved research disciplines

Data depositors from the humanities domain (see research domains and disciplines list: https://www.snf.ch/SiteCollectionDocuments/allg_disziplinenliste.pdf of the Swiss National Science Foundation) based at a Swiss research institution can deposit and publish data in SWISSUbase for humanities. Social sciences and linguistics are excluded, since two other partners will be responsible for the data curation of such data: FORS and LaRS.

Data depositors can publish data from interdisciplinary and transdisciplinary research if there is a link to a humanities discipline.

Approved data depositors

Data depositors only use SWISSUbase for humanities if the datasets were created at doctorate (PhD) level or above. In all other cases, contact the DaSCH Data Service Unit: info-swissubase@dasch.swiss.

Data depositors only use SWISSUbase for humanities if they possess the intellectual property rights on the data or are in possession of the explicit authorization of the holders of these rights to publish data on SWISSUbase for humanities.

2. SCOPE OF DATA ACQUISITION

2.1 Purpose of data acquisition

Data depositors submitting humanities datasets via SWISSUbase for humanities are asked to follow the guidelines and quality standards defined by the DaSCH Data Service Unit, which supports the review and curation of these submissions (see section 4.3)

Data depositors use SWISSUbase for humanities only for datasets that support a scientific publication, are subject to a publication requirement, or have a high reuse value for third parties.

For all other humanities data, or in cases of uncertainty, data depositors must contact the DaSCH Data Service Unit (info-swissubase@dasch.swiss) before uploading data to SWISSUbase for humanities.

2.2 Scope of data acquisition

SWISSUbase for humanities stores quantitative and qualitative data from the humanities domain which comply with the data protection law (Swiss Federal Act on Data Protection: <https://www.fedlex.admin.ch/eli/cc/2022/491/en>). The data depositors must be based at or affiliated with a Swiss research institution.

2.3 Accepted file types and limits

SWISSUbase for humanities only accepts data with the file formats listed below in Table 1. Other file formats can be stored within a .zip-file, but SWISSUbase for humanities disclaims any liability if data within .zip-files cannot be read or reused.

Table 1: Accepted file formats in SWISSUbase for humanities

Single data files	.csv, .doc, .docx, .html, .jpeg, .jp2, .jpg, .json, .mp4, .mpeg, .odd, .pdf, .png, .ppt, .pptx, .py, .r, .rng, .tif, .tiff, .txt, .wav, .xls, .xlsx, .xml, .xsd, .xsl
File collection	.zip

A deposit may not contain more than 10 files in total and may not exceed a total size of 1 GB. In all other cases, contact the DaSCH Data Service Unit (info-swissubase@dasch.swiss) prior to the data deposit.

3. RESPONSIBILITIES AND RIGHTS OF THE DATA SERVICE UNIT

3.1 Data availability and data curation

- The DaSCH Data Service Unit curates the data after data depositors have added metadata and uploaded them to the platform.
- The DaSCH Data Service Unit checks the metadata entered on SWISSUbase for humanities for formal correctness and subject specific appropriateness.

- The DaSCH Data Service Unit performs checks on the transmitted data (e.g. whether a media file is readable).
- SWISSUbase for humanities will store the data for a period of at least 10 years. SWISSUbase for humanities may delete the data after this period.

3.2 Data and metadata publication

- The DaSCH Data Service Unit undertakes to publish the data as soon as possible.
- The DaSCH Data Service Unit decides whether datasets are stored and published or not. Data in file formats other than the ones listed in Table 1 will be rejected.
- Data use and reuse is determined by the licenses chosen by the data depositor.
- SWISSUbase for humanities makes metadata available under a public domain mark.
- SWISSUbase for humanities can make metadata available to third parties (e.g. European platforms) for discoverability and analysis via interfaces.

3.3 Right to withdraw and/ or delete data

The DSU reserves the right to withdraw and/ or delete data for the following reasons:

- Legal /ethical reasons (e.g. the content is unlawful; the content is affected by research misconduct; the maximum preservation period has been reached)
- Sensitive information in the data
- Publication error
- Other compelling reasons

In this event, the data depositor will be contacted and the case discussed.

Certain metadata from the project and dataset submission are kept, which direct the DOI of the submission to a tombstone page indicating that the data have been withdrawn or deleted.

3.4 Continuity of Service

Should DaSCH terminate the cooperation with SWISSUbase, the data will remain available for further use for the guaranteed preservation duration (indicated in section 3.1), either on SWISSUbase for humanities or on another platform.

3.5 Disclaimer

SWISSUbase for humanities makes efforts to curate the data, *i.e.* to keep them readable and available, but disclaims any liability if, for certain reasons, data can no longer be reused.

The data depositors alone are responsible for the content of the data.

4. RESPONSIBILITIES AND RIGHTS OF DATA DEPOSITORS

4.1 Intellectual property rights, copyright

- The intellectual property rights remain with the owner of the data – SWISSUbase for humanities is only an infrastructure permitting the storage and sharing of data. The owner of the data is therefore the only responsible for the published data.
- Reuse by third parties is determined by the license chosen by the data depositor. Data consumers must follow the terms of this license, including the citing of the data owner.
- Data depositors grant SWISSUbase for humanities the right to analyze data for the purpose of generating download statistics as well as calculating data volumes and other metric characteristics.

4.2 Publication and archiving of personal/sensitive data

- Personal and/or sensitive data may not be stored, shared or published, unless data is efficiently anonymized.
- Data depositors store and publish data only if the corresponding data protection and ethical regulations are met.
- Data depositors may only publish personal data if there is a corresponding informed consent form provided for such publication.

4.3 Data quality and publication

- Data Depositors using SWISSUbase for humanities are encouraged to follow the FAIR principles. Submissions should aim for high quality, internal consistency, and include clear documentation to help others make the most of the data. If data depositors have any questions about whether their data is suitable for publication or if they are unsure about potential overlaps, they are welcome to contact the DaSCH Data Service Unit (info-swissubase@dasch.swiss) for assistance prior to data deposit.

4.4 Right to request data withdrawal and/or deletion

Data depositors have the right to request that stored and published data be withdrawn from the SWISSUbase public catalogue or deleted completely (removed from the public catalogue and deletion of the archival package).

- Data depositors cannot delete stored and published data themselves but can request the withdrawal and/or deletion from SWISSUbase for humanities. They can request the deletion of data by presenting a valid reason. To do so, contact the DaSCH Data Service Unit: info-swissubase@dasch.swiss.
- Data will only be deleted after an individual case has been reviewed.

- SWISSUbase for humanities reserves the right to keep metadata available and to direct the persistent identifier of the record to a tombstone page indicating that the record has been withdrawn or deleted.

5. POLICY REVIEW

This policy is reviewed once a year and adjusted if necessary. DaSCH, in cooperation with its partners, is responsible for the implementation and revision of the policy.

Annex

TERMINOLOGY

- Creative Commons (CC): licensing system used for sharing data.
- Data Depositor: a researcher from the humanities domain based at a Swiss research institution who deposits research data on SWISSUbase for humanities.
- FAIR principles: to comply with open science recommendations, data must be:
 - Findable
 - Accessible
 - Interoperable
 - Reusable
- Persistent identifier: persistent and unique identifier (e.g. a Digital Object Identifier (DOI) or an Archival Resource Key (ARK)) of a digital object such as a research project, a dataset, or a publication.
- Personal Data: data relating to an identified or identifiable person.
- Sensitive Data: personal data on a sensitive topic, such as:
 - Religious and political opinions and activities
 - Ethnicity
 - Sexual orientation
 - Criminal recordings and sanctions