



Aston Data Explorer Governance Policy

This document sets out the governance policy for Aston University's research data repository, Aston Data Explorer.

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ADEGP	1	PVC Research	Director of Information Resources and Research Services	Research Committee		

Title

Aston Data Explorer Governance Policy

1. INTRODUCTION AND SCOPE OF THE POLICY

Aston Data Explorer is Aston's research data repository, based upon the E-prints software, which aims to maximise the visibility, usage and impact of research at the university to a global audience. Input of datasets will be through the Aston Data Explorer web interface (<http://researchdata.aston.ac.uk/>) which can be accessed by all researchers using their university login credentials, with both the metadata and data being stored. Long term archiving of the research data will be through Arkivum, where data will be pushed to from Aston Data Explorer. The repository is able to give dataset unique persistent identifiers (PID) in the form of Digital Object Identifiers (DOI) using the latest Datacite Metadata Schema.

1.1

Purpose of the Policy

The governance issues in this policy support the operation of Aston Data Explorer.

1.2

What is covered by the Policy

The policy sets out which datasets should be included in Aston Data Explorer, their format, retention, copyright and takedown procedure and associated responsibilities.

1.3

Who is Covered by the Policy

The policy covers the responsibilities of those contributing to, operating and using datasets in Aston Publications Explorer.

2. WHAT SHOULD BE INCLUDED IN ASTON PUBLICATIONS EXPLORER

2.1. Research Data

Metadata and data files underlying research publications including journal articles, conference papers, theses, technical reports and/or any data of long term value should normally be included. Datasets must have been produced at Aston by an Aston author or must have been funded by an Aston grant. The quantity of data to be shared must be decided by the author. A minimum amount of metadata is required before validation can take place, following the latest Datacite Metadata Scheme. Data can be either digital or physical. Digital data is recommended to be shared in a non-proprietary format or a commonly used file format. There is no limit in upload size. Physical data needs to be described by rich metadata which detail how it can be accessed. For funder compliance purposes, and to ensure data are discoverable and can be cited by others, we recommend that new datasets are routinely added by authors.

2.2. Age of data

Any research data output, no matter how old may be included, as long as it does not infringe copyright.

2.3. Preferred format

Non-proprietary formats are strongly recommended, although other formats are also acceptable if they are commonly used. On rare occasions, proprietary formats may be accepted if there are no alternative.

2.4. Retention

Data will be stored for a period of time which meets funder requirements. If no requirement exists, data will be stored for a period of 10 years following last access. Following this 10 year period, datasets will be

retired and not appear on the live repository. On rare occasions, where the author of the dataset has justified their reasoning, datasets may appear on the repository for longer.

2.5. Datasets from staff who leave Aston

The deposits of staff who leave Aston University will remain in the repository. Staff who leave cannot archive their datasets in another repository the same dataset/s cannot have more than one persistent identifier.

2.6. Datasets from new members of staff

Staff should only include datasets which they produce at Aston.

2.7. What should not be included in Aston Data Explorer

Data where any of the following apply should not be made publicly available in Aston Data Explorer.

Authors should contact openaccess@aston.ac.uk to ensure that access is properly restricted:

- If the material is to be commercialised, i.e. it relates to a patent. It is however expected that once a patent has been granted, data should be shared with appropriate restrictions/embargos applied
- Its inclusion would compromise confidentiality or individuals' privacy
- It contains security sensitive information which may pose a security risk
- Its inclusion would infringe a legal commitment by the University and/or the author
- Was produced at another institution and is not the property of Aston University

Aston Data Explorer focuses on research, so University administrative or learning and teaching datasets are excluded.

3. PRESERVATION

The repository will try to ensure continued readability and accessibility. Datasets will be migrated to new file formats where necessary. Long term preservation will be undertaken using Arkivum at their data centres around the UK under the ISO 27001 data security certification.

In the event of Aston Data Explorer being discontinued, best efforts will be made to transfer the contents to another appropriate repository.

4. COPYRIGHT AND TAKEDOWN

4.1. Access and Re-use of the contents of Aston Data Explorer

- Metadata will be accessible to anyone free of charge. The metadata may be re-used in any medium without prior permission and re-sold commercially provided the repository is mentioned.
- Datasets can be accessed free of charge can be reused according to the licence for the specific dataset.

4.2. Copyright

- If no external contract exists, all primary research data generated at Aston University during the course of research by researchers working at the university falls under the ownership of Aston University.
- The University may choose to restrict access to works, whether in part or in full, if copyright permission is in doubt or unavailable.
If you believe an item has been deposited in violation of copyright, please refer to the Aston Publications Explorer Takedown Policy

4.3. Takedown Policy*

If the administrators of Aston Data Explorer are notified of a potential breach of copyright, or receive a plausible complaint indicating a violation of any law (including but not limited to laws on copyright, patent, trademark, confidentiality, data protection, obscenity, defamation or libel) the Resource or Contribution involved will be withdrawn from the repository as quickly as possible pending further investigation. A decision on whether the Resource or Contribution may be made available again may take some time if it is necessary for Aston Data Explorer to seek legal advice to resolve the complaint.

4.3.1. *How to complain*

If you have discovered material in Aston Data Explorer which is unlawful e.g. breaches copyright, (either yours or that of a third party) or any other law, including but not limited to those relating to patent, trademark, confidentiality, data protection, obscenity, defamation, libel, please contact the Aston Data Explorer Research Repository Specialist in writing (and preferably also by email) providing the following information:

- Your contact details.
- Full details of the Resource or Contribution, including the author, title and resource address (URL).
- The website address where you found the content in Aston Data Explorer.
- The nature of your complaint.
- An assertion that your complaint is made in good faith and is accurate.
- If you are complaining about breach of your own copyright, please state, under penalty of perjury, that you are the rights owner or are authorised to act for the rights owner.

Please send your complaint to:

FAO: Aston Data Explorer Research Repository Specialist (Re: **Takedown**)
Library Services,
Aston University,
Aston Triangle,
Birmingham,
B4 7ET.

or send an email with the message header '**Takedown**' to the following address:
researchdata@aston.ac.uk

4.3.2. *'Notice and Takedown' procedure*

- Aston will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint, possibly taking legal advice.
- The Resource or Contribution will be temporarily removed from Aston Data Explorer pending an agreed solution.
- Aston Data Explorer will contact the contributor who deposited the material. The contributor will be notified that the material is subject to a complaint, under what allegations, and will be encouraged to assuage the complaints concerned.
- The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:

- The Resource or Contribution will be returned to Aston Data Explorer unchanged.
- The Resource or Contribution will be returned to Aston Data Explorer with appropriate changes.
- The Resource or Contribution will be removed from Aston Data Explorer.
- If the contributor and the complainant are unable to agree a solution, the Resource or Contribution will remain unavailable through Aston Data Explorer until a time when a resolution has been reached.

*The Takedown section of this policy is based largely on the notice and takedown policy developed by [Jorum](#). It is available on the terms of a [Creative Commons Attribution-NonCommercial-ShareAlike 2.0 Licence](#)



5. ROLES AND RESPONSIBILITIES

Authors are responsible for depositing sufficient metadata so that the dataset can be identified within the timescales as specified by funder or institutional policies. More sophisticated metadata may be added by a Research Repository Specialist.

Research Repository Specialists will load metadata where it is available from external sources e.g. publishers or databases such as Figshare. This is a supporting route to adding datasets and does not remove the creator's responsibility to deposit their dataset.

The validity and authenticity of the content of submissions is the sole responsibility of the depositor / creator of the dataset(s).

The Research Repository Specialist(s) validate records before they are published to ensure that metadata and data quality meet the repository's criteria and are in line with funder and journal policies

6. Definitions

This section should define any terms used in the policy that are important to compliance with it or that might be misunderstood by the audience.

7. RELATED REGULATIONS, STATUTES AND POLICIES

Aston University Research Data Management Policy
 Aston University Cookies and Privacy Policy
 Aston University Data Protection Policy
 Aston University Intellectual Property Policy
 Governance Policy for Aston Data Explorer