

Terms of usage for sharing and storing data of CRC 1430 in Nextcloud

1. Preamble

Nextcloud is a cloud storage service that provides employees and doctoral students of the Faculty of Biology of the University of Duisburg-Essen for research, teaching, study and administration purposes that can be accessed using client software or a web browser. Nextcloud offers storing data and sharing of data with other users of Nextcloud or third parties.

The subprojects of the DFG funded Collaborative Research Center (CRC) 1430 “Molecular mechanisms of cell state transitions” are intrinsically linked and therefore, close collaboration and data sharing is required for the success of each subproject and to achieve the underlying common goals. Therefore, Nextcloud is used as a common data sharing and archiving platform for CRC 1430.

2. Definitions

- a) **Project** refers to the whole CRC 1430.
- b) **Subproject** refers to any subproject of the CRC 1430.
- c) **Project data** refers to any information including raw data obtained from measurements, processed data, image data which are generated for the CRC 1430 in the course of conducting research by any of the CRC 1430 project members.
- d) **Project members** are principal investigators (PIs), doctoral and postdoctoral researchers, student research assistants, scientific coordinator and associated administrators who contribute directly and specifically to CRC 1430 projects.
- e) **Data owners** include the PIs of the subprojects, persons who collected the data and all persons that have contributed significantly to the content of the collected data. The responsible data owner has to ensure that other people associated with the data (in particular data collectors) are appropriately considered.
- f) **Data holder** refers to the owner of all the scientific data and materials collected and generated by its employees within the framework of fulfilment of their professional duties.

3. Data storing and sharing

Data collected or produced within CRC 1430 should be stored and shared via Nextcloud. The following data sharing policy within Nextcloud is applied:

- a) CRC 1430 and the University of Duisburg-Essen (UDE) are the data holders of all the data generated by the members of CRC 1430. Both the speaking institution (UDE) and respective external institutions are the data holders of all the data generated within CRC 1430, but the data ownership will always remain to the institutions/PI/researchers who generated the data or contributed significantly in the data collection. UDE guarantees for maintaining the availability of the data according to DFG Good Scientific Practice (at least 10 years after the end of project funding).
- b) Data collected within the framework of CRC 1430 are shared among the members of CRC 1430.
- c) There is a strict separation of public and restricted data within the project folder which can be found by a corresponding folder structure.
- d) The folder structure consists of two levels: (i) CRC 1430 public (open to all the member of CRC 1430) and (ii) CRC 1430 restricted (open to all the CRC 1430 members of a particular research group).
- e) Data generated from CRC 1430 should be archived in the CRC-public folder and only shared via their respective restricted subproject folder using link and password.
- f) Each member of CRC 1430 has access to the entire datasets that are stored in the CRC-public folder.
- g) Data should be labelled such that the subproject and people who collected the data can be identified (Date_SubProjectXX_Name_Exp).
- h) Every researcher of CRC 1430 is entitled to access data of CRC 1430 in order to use them for the purpose of research, provided that he/she respects intellectual property rights of the data owner(s). Data can be obtained from the project folder, whereby the scope and intended data use has to be agreed with the data owner. Sharing the data with third parties requires consent of the data owner.
- i) The project members are allowed to share their own data stored in CRC-restricted folders. Sharing is recommended via guest accounts or external links with passwords.
- j) CRC-public data is only meant for CRC internal sharing. Re-sharing is technically restricted. All the project members commit that they will not pass the CRC-public data to third parties nor give passwords to access the data.
- k) Data collected and produced within CRC 1430 should be deposited in the CRC-public folder. Data will be archived for 10 years preferably either in Nextcloud or other data repositories (Dataverse/Coscine).
- l) The data holders have rights to migrate the data from CRC-public folder for archiving purpose.
- m) Access to Nextcloud instance is guaranteed as long as the project is running.

- n) Exit strategy: the Faculty of Biology at UDE guarantees for data access in case Nextcloud instance is not supported any longer.
- o) The data stored by the user in the storage space intended for him/her is legally protected, the responsibility for the data lies solely with the user.
- p) Special categories of personal data of third parties according to Art. 9 Para. 1 GDPR may not be stored in Nextcloud. This includes,
 - data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs
 - trade-union membership
 - genetic data, biometric data processed solely to identify a human being
 - health-related data
 - data concerning a person's sex life or sexual orientation

4. Period of use

CRC 1430 project members are eligible to use the Nextcloud instance of Faculty of Biology. If the user is no longer an employee or doctoral student at the University, accessing files of the user's personal account becomes illegal if there is no document e.g. data management plan specifying how to proceed with those files – no access rights are granted unless specified and all data in the user's personal cloud storage will be deleted after 12 months. Department-specific back-up and storage structures have to ensure that university data required for work purposes are available at all times.