

DATA POLICY

English version

Rev.	Date	Following of revisions
A	06/01/2020	Initial revision
B	22/10/2020	Spelling check and corrections

1 - GENERAL PRINCIPLES

- a. The present data management policy pertains to the ownership of, the curation of and access to experimental data and metadata collected and/or stored at GANIL.
- b. Acceptance of this policy is a condition for the awarding of the beam time.
- c. Users must not attempt to access, exploit or distribute raw data or metadata, unless they are entitled to do so under the terms of this policy.
- d. Deliberate infringements of the policy may lead to denial of access to raw data or metadata and/or denial of future beam time requests at GANIL.
- e. All data and metadata will be subject to the data protection legislation of France.

2 - DEFINITIONS

1. FOR THE PURPOSES OF THIS POLICY:

- a. The term Raw Data pertains to data collected from experiments performed on GANIL instruments and includes data collected from experiments performed on CRG (Collaboration Research Group) instruments. This definition includes data that are created automatically or manually by facility specific software and/or by the facility staff expertise in order to facilitate subsequent analysis of the experimental data.
- b. The term Metadata describes information pertaining to data collected from experimental instruments, including (but not limited to) the context of the experiment, the experimental team, experimental conditions and other logistical information.
- c. The term Principle Investigator (PI) pertains to the PI identified on the experimental proposal. For experiments outside of the facility, the PI is the person initiating or performing the experiment. In the terminology used at GANIL, the PI is the spokesperson.
- d. The term Experimental Team includes the PI and any other person to whom the PI designates the right to access resultant raw data and associated metadata.
- e. The term Open Access means accessible, upon request, by the community at large, and protected by open license.
- f. Data enjoying open access are called Open Data, which for GANIL refers to data that have been released under the terms of the Creative Commons license CC-BY-NC 4.0, and obliges the users of such data to cite GANIL, the corresponding experiments and scientific teams as the source of the data. This license prevents use of data for commercial purposes.

3 - RAW DATA AND ASSOCIATED METADATA

1. OWNERSHIP OF DATA

- a. GANIL is the owner and the custodian of the raw data and associated metadata produced by the facility.
- b. All raw data and the associated metadata obtained as a result of peer reviewed access to GANIL and in-house research (excluding commercial use of GANIL) will be open access after an initial embargo period during which access is restricted to the experimental team, represented by the PI.
- c. All raw data and the associated metadata obtained as a result of proprietary research will be owned exclusively by the client who purchased the access to beam time and is not covered by the GANIL data policy. Commercial users must agree with the facility management how they wish their raw data and metadata to be managed before the start of any experiment.

2. CURATION OF RAW DATA AND ASSOCIATED METADATA

- a. All raw data and metadata will be curated in well-defined formats, for which the means of reading the data will be made available by GANIL.
- b. Only data with metadata will be archived. The PI has the responsibility to communicate the metadata to the G2i (Groupe Infrastructure Informatique/IT Group).
- c. Raw data and metadata will have read-only access for the duration of their life time.

- d. Raw data and metadata will be migrated or copied to archival facilities for long-term curation.
- e. Each experiment and data set will have a unique permanent identifier. Anybody publishing results based on open access data must quote the same identifier. This Digital Object Identifier (DOI) will be created by GANIL, and registered with the DataCite organization (<https://www.datacite.org/>).
- f. High level metadata such as Title, Authors, Abstract, will be made public as soon as possible using DataCite. This information will be available via the persistent identifier landing page on the web. Experiments details will be retrievable using <https://search.datacite.org/>.

3. ACCESS TO RAW DATA AND METADATA

- a. Access to raw data and the associated metadata obtained from an experiment is restricted to the experimental team for an embargo period of at least three years after the end of the experiment. Thereafter, the data will become accessible upon request. Access details will be accessible on the persistent identifier landing page. Any PI that wishes data to retain restricted access for a period longer than three years will have this possibility to renew this three years period by submitting a written request, specifying the reasons for the proposed prolongation, to the facility management who will accept or reject the request. In exceptional circumstances, data can be made openly accessible before the end of the embargo period if the PI informs G2i to do so.
- b. Authorized GANIL staff (e.g. scientists, computing group members) have access to any curated data or metadata for facility related purposes. GANIL will undertake that confidentiality of such data is preserved during the embargo period.
- c. The PI has the possibility to transfer parts or the totality of her/his rights during the embargo period to GANIL or another registered person of the experimental team.
- d. The PI has the possibility to create and distribute copies of the raw data within the collaboration (without using GANIL resources).

4 - GOOD PRACTICE FOR METADATA CAPTURE AND STORAGE

- a. The experimental team needs to ensure that experiments' metadata are complete, as this will enhance the possibilities for everybody to search for, retrieve and interpret the data in the long term.
- b. Researchers who aim to carry out analyses of raw data and metadata which are openly accessible should, where possible, contact the original PI to inform her/him and suggest a collaboration if required. Researchers must acknowledge the source of the data and cite its unique identifier as well as any publications linked to the same raw data.

5 - PUBLICATION INFORMATION

- a. Publications related to data from experiments carried out at GANIL must cite the persistent identifier of the data in their publication.
- b. Once known, the DOI of the publication has to be sent to the G2i (dmp@ganil.fr)

6 - PERSONAL DATA

- a. Personal information will be saved and archived by GANIL. The surnames, first names and affiliations of the participants in the experiments are part of the metadata.