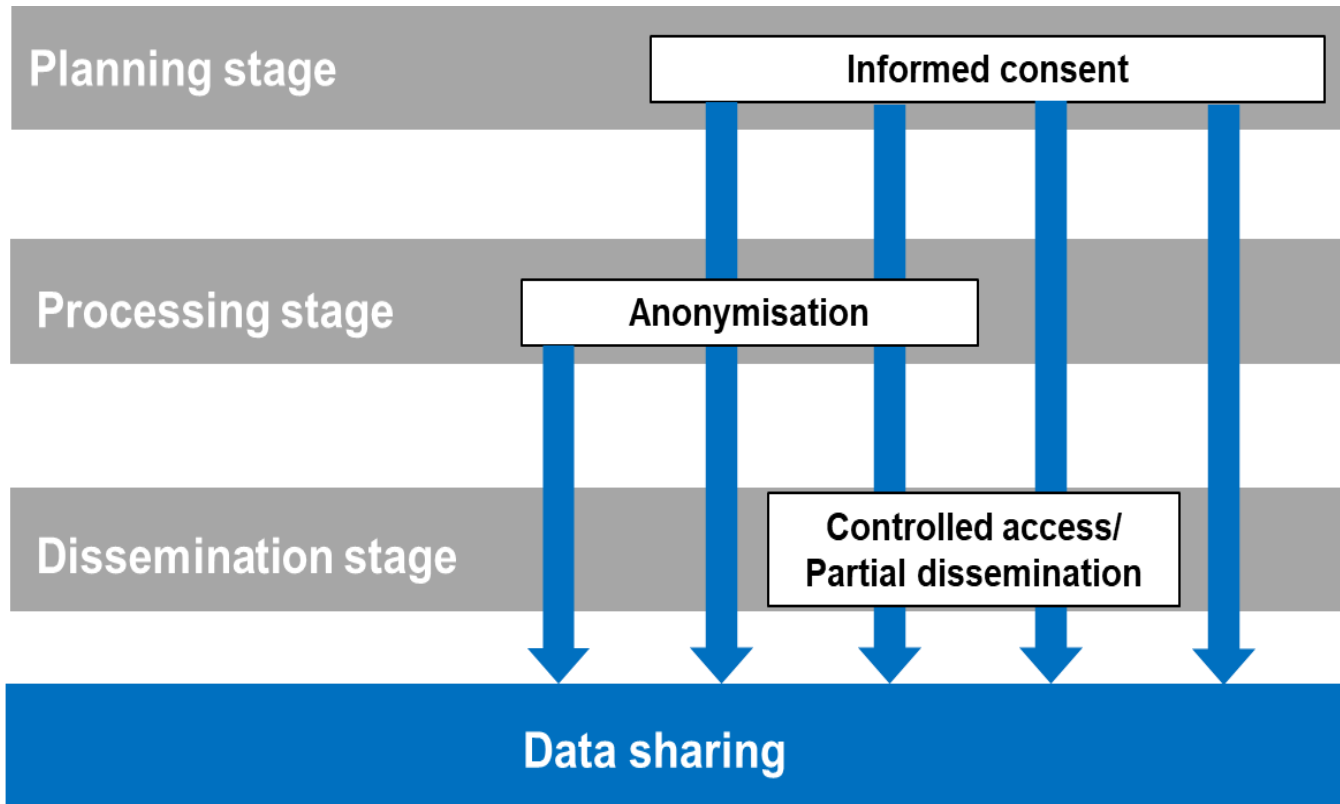


# Access control to personal data

Alexandra Stam – FORS

# Three layered approach



# Choosing the right repository

To share personal data it is mandatory to deposit the data in a repository that:

- is based in Switzerland or in a country considered safe by the Federal Data Protection and Information Commissioner
- offers storage security guarantees (e.g. servers in Switzerland/EU)
- offers appropriate data deposit and re-use contracts; and
- allows regulation of data access (e.g. for research only, with prior agreement of the data producer, after an embargo period, clearly defined re-use conditions).

Favour domain-specific repositories or institutional repositories, more likely to provide contracts and controlled access options

# Access control

Not all data can be shared extensively. It is therefore important to define an accessibility policy that is consistent with the risks identified and the measures adopted.

Access control to personal data can be achieved by means of:

- Binding contracts
- Controlled access conditions

# Binding contracts

Binding contracts include:

- **Deposit contract:** conditions that the depositors must accept to deposit their data, conditions of the data repository, as well as the conditions under which the data can be used
- **User contract:** conditions that the users must accept to download, use, and retain the data

# Access conditions

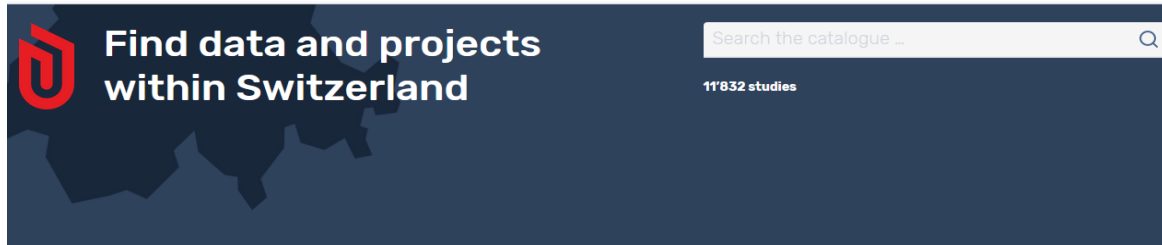
Access to data includes who the data is made available for, how access is provided, and under which conditions. Access options include:

- **Open access**: data can be accessed by anyone
- **Access upon registration**: data can only be accessed by registered users
- **Restricted access**: access is limited and can only be granted upon request.
- Access after an **embargo** period

Most repositories provide for different access conditions

# Access control within SWISSUbase

# From the data depositor point of view



**Find data and projects within Switzerland**

Search the catalogue ...

11'832 studies

## SWISSUbase facilitates access to research data and projects across scientific disciplines.

SWISSUbase is a national cross-disciplinary solution for Swiss universities and other research organisations in need of local institutional data repositories for their researchers. The platform relies on international archiving standards and processes to ensure that data are preserved and accessible in the long-term.

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### Deposit your data

Share your data and ensure their long-term preservation while meeting funder and/or journal requirements and increasing citations of your research.

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# What are the conditions for depositing data?

Dataset 


Overview


Deposit contract


**Usage license**

 Files

## Usage License

 Need help?

 Cancel

 Save

### I confirm that









I am the owner of the data OR I have the authorization to publish the data OR the dataset consists of other data under a license that allows republication.

### I confirm that

- The dataset does not consist of any personal data.
- The dataset consists of personal data, all individuals have been informed about the publication of the data and/or have given their consent.

# What usage licenses are available?

## Licenses selection

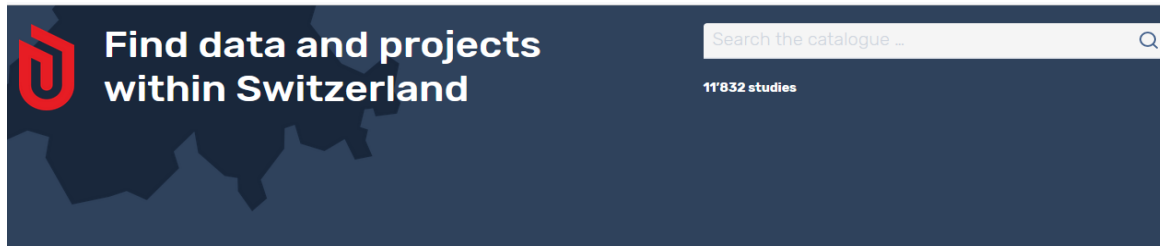
- >  License Creative Commons BY ✓ Select
- >  License Creative Commons BY-SA ✓ Select
- >  License Creative Commons BY-NC ✓ Select
- >  License Creative Commons BY-NC-SA ✓ Select
- >  License Creative Commons BY-ND ✓ Select
- >  License Creative Commons BY-NC-ND ✓ Select
- >  Public Domain License CC0 ✓ Select
- >  Restricted access ✓ Select

# How can access be controlled?

The following access conditions apply:

- **Access upon registration:** data can only be accessed by registered users who are affiliated with a research institution
- **Restricted access:**
  - Access only for academic research and training
  - Access only for academic research
  - Access only granted upon request.
- Access after an **embargo** period

# From the data user point of view



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11'832 studies

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# Different access conditions

 Dataset


Description

Access

Curation

Collection mode

 Files

 Contracts

## Access

### Restriction

Academic research and teaching

### Special permission

With prior agreement of author

### End of term

 29.01.2022

### End of term comment

-

Most datasets are directly available without restrictions

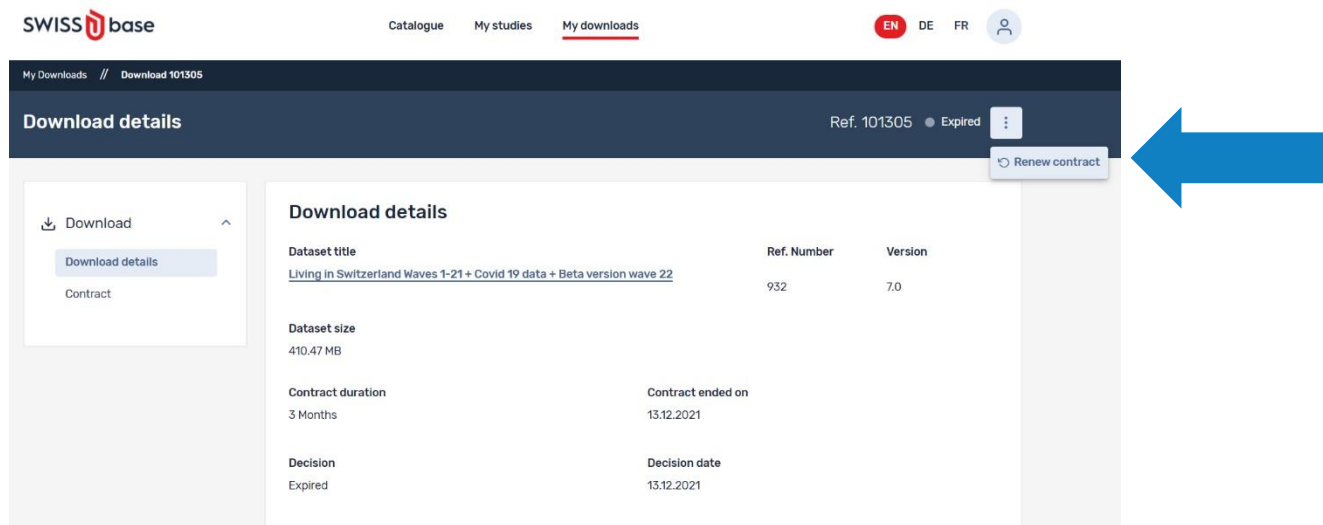
# What are the contract conditions?

- Limits the use of the data to scientific research and/or academic teaching;
- Commits the data user to use the data with respect to Swiss federal law and standard norms of data protection;
- To not identify any individual cases, to respect confidentiality and scientific ethical rules,
- To store the data without third party access;
- To destroy the data after the expiration of the contract, and to inform FORS of all publications based on the data.

# What happens when the contract expires?

As the user contract approaches its expiration date, users have two options:

1. Extend the current contract
2. End the contract + confirm deletion of the data



The screenshot shows the SWISSbase interface. The top navigation bar includes 'Catalogue', 'My studies', and 'My downloads'. The user is logged in as 'EN'. The main content area is titled 'Download details' for 'Download 101305'. The dataset is 'Living in Switzerland Waves 1-21+ Covid 19 data + Beta version wave 22' with Ref. Number 932 and Version 7.0. The contract duration is 3 months, and it ended on 13.12.2021. The decision is 'Expired'. A blue arrow points to the 'Renew contract' button in the top right corner of the details panel.

Dataset title	Ref. Number	Version
Living in Switzerland Waves 1-21+ Covid 19 data + Beta version wave 22	932	7.0

Dataset size	410.47 MB
Contract duration	3 Months
Contract ended on	13.12.2021
Decision	Expired
Decision date	13.12.2021