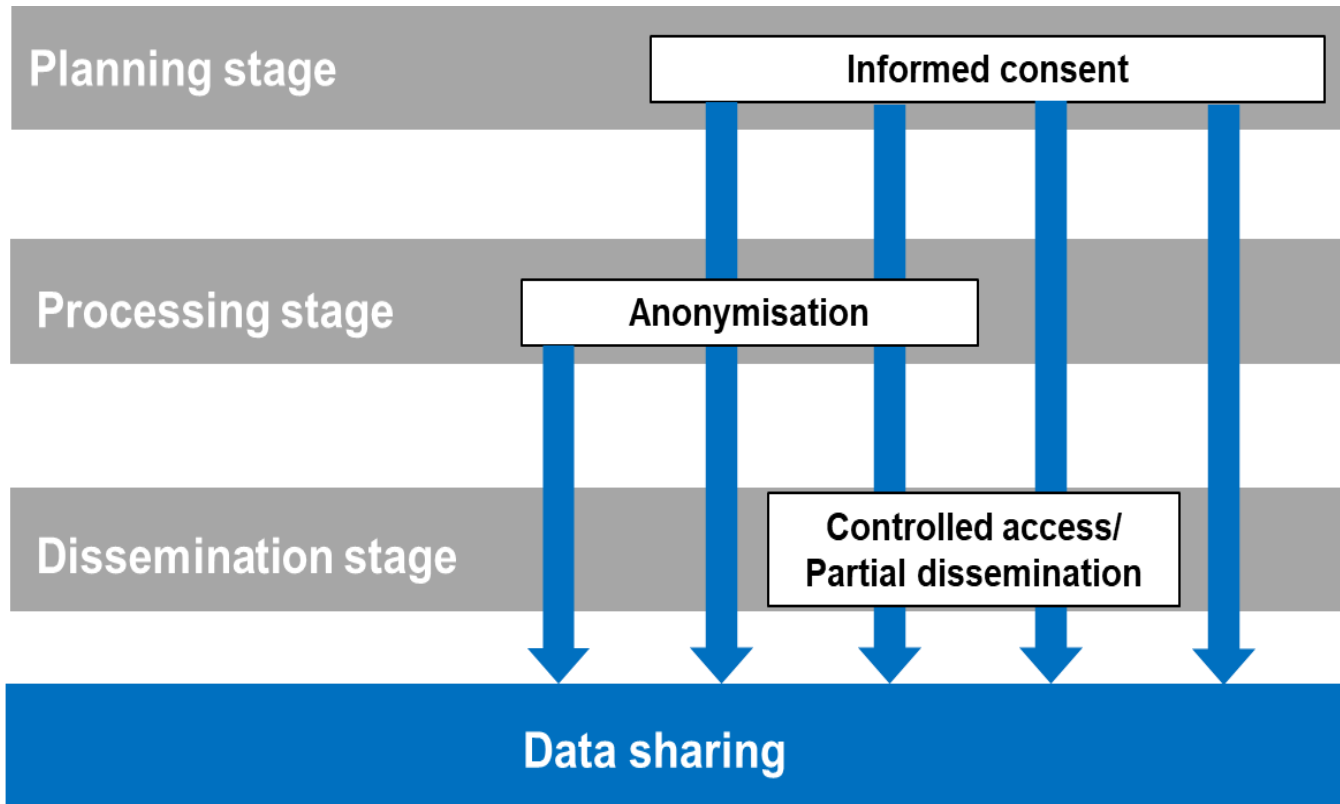# Access control to personal data

Alexandra Stam – FORS

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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

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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

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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

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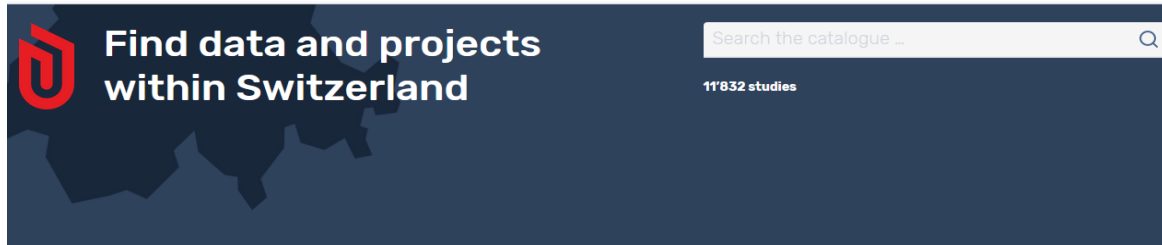
Access conditions

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

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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.

📖 More about SWISSUbase

Explore the catalogue

The catalogue includes over 11'800 scientific science research projects and is constantly updated. Discover the catalogue and liaise with the researchers.

→ Go to the catalogue

Get data

Discover and instantly download for free hundreds of datasets for your own research projects. Start your analyses right away.

→ Go to the catalogue

Publish your study

Register your research project in our database to gain visibility, expand your network, and develop new collaborations.

📖 Read the guide

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.

📖 Read the guide

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What are the conditions for depositing data?

What usage licenses are available?

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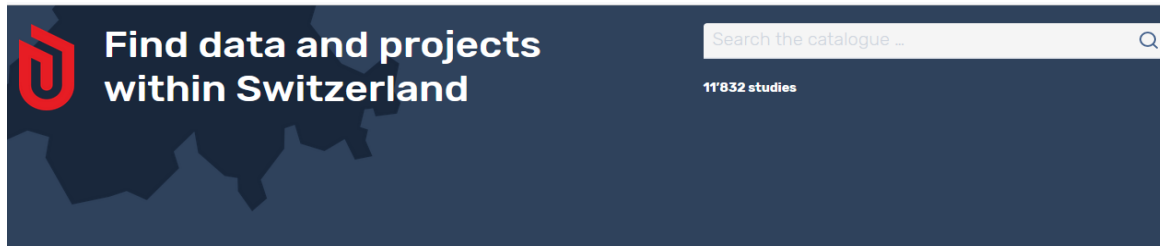
>	License Creative Commons BY	✓ Select
>	License Creative Commons BY-SA	✓ Select
>	License Creative Commons BY-NC	✓ Select
>	License Creative Commons BY-NC-SA	✓ Select
>	License Creative Commons BY-ND	✓ Select
>	License Creative Commons BY-NC-ND	✓ Select
>	Public Domain License CC0	✓ Select
>	Restricted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

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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

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From the data user point of view

Different access conditions

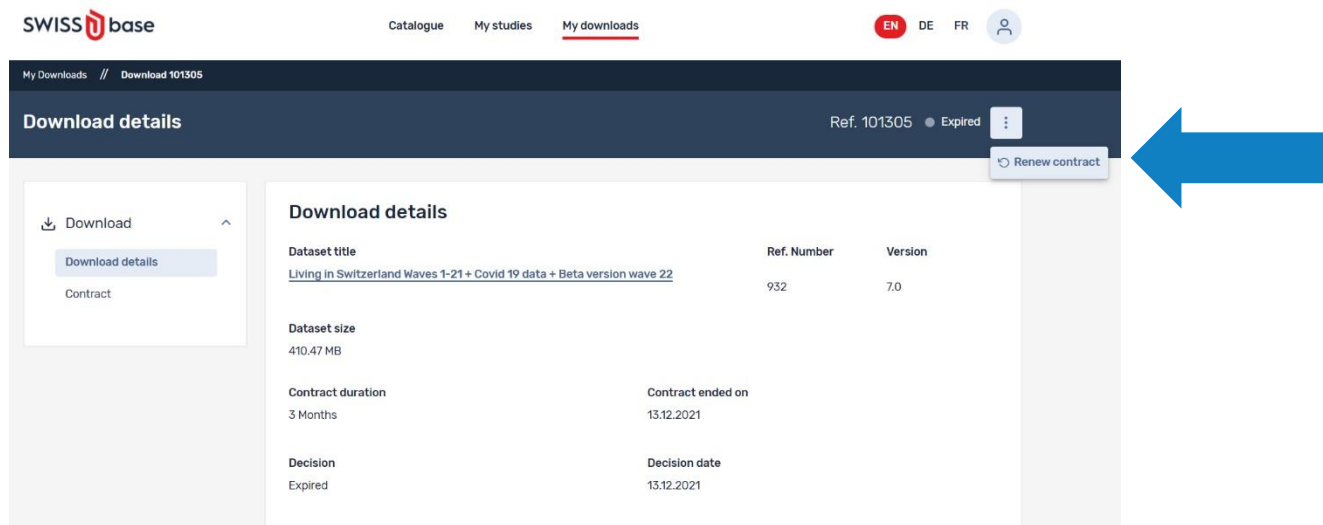Most datasets are directly available without restrictions

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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.

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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