



INSTITUTIONAL POLICY ON OPEN ACCESS TO RESEARCH DATA OF THE URV

Approved by the Governing Council on 30 April 2021

Modifying by the Commission for Scientific Policy and Transference on 8 June 2021

PREAMBLE

The directive on open data and the re-use of public sector information, also known as the "Directive on open data" (Directive 2019/1024¹), provides a common legal framework for a European governmental data project (public sector information). It is based on two key pillars of the internal market: transparency and fair competition.

The Directive introduces the concept of high-value data sets, defined as documents whose re-use is associated with significant benefits for society and the economy. They are subject to a set of separate regulations that guarantee that they are freely available in machine readable formats, provided through application programming interfaces (API) and, if necessary, as mass downloads.

Open data are public sector information that can be easily and widely accessed and reused, sometimes without restrictions. The European Commission's policies focus on generating value for the economy and society by re-using these data.

The open data policy is related to the open research data policy insofar as both process data financed with public funding or their data result from public funding. Therefore, these data should be open, accessible and re-usable.

Open access is the practice of providing online access to scientific information that is free for the user and that can be re-used. It is widely recognised that the fact that these results are more accessible to everyone helps make science better and more efficient and contributes to innovation in the public and private sectors. The European Commission supports open access through its funding programmes.

Open access to scientific information in research and innovation refers to two principal categories: peer-reviewed scientific publications and scientific research data.

It is in this context that the URV recognizes the importance of research data and justifies the creation and adoption of a policy to support the visibility and re-use of these data, thus contributing to achieving the objectives of transparency and fair competition set by the European Union.

1. AMBIT OF APPLICATION

The following policy is applicable to all active research staff and doctoral students at the URV. If the research activities are externally funded and have conditions regarding data management other than those stipulated in this policy, then those of the funding institution prevail.

2. RIGHTS

By default, the rights that may be derived from the generation and re-use of data are regulated by the current legislation, by the applicable regulations of the URV and the employment regulations governing research staff.

3. PUBLICATION OF RESEARCH DATA

Research data deriving from international and national research projects that have been funded with public funds must be deposited and disseminated using the means made available for this purpose by the URV, in accordance with the established regulations

¹ https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2019.172.01.0056.01.ENG



and provided that the conditions of the call, programme or plan permit this.

It is recommended that teaching and research staff (hereafter PDI) and doctoral students who work with data during their research make their data publicly available at the latest when they finish their research. The URV recommends using the media made available by the URV, at the latest, when the research results are published.

All of the data must be stored correctly and in a manner that is responsible and maintains their integrity. When the data are published they must be findable, accessible, interoperable, re-usable. ethical and reliable (FAIRER).

Apart from cases where access to data must be restricted due to questions of confidentiality, security, privacy or third party agreements, data must be published openly, that is, with a licence that enables them to be widely re-used, for example, the CC0 or CC BY licences of Creative Commons.

To ensure that the original author is correctly referenced, the URV will assign a persistent identifier (e.g. DOI, handle) to each element (dataset) published via the URV's media channels and it will keep a record of each time the data are access for the purposes of academic recognition and administration. The data published via the URV's media channels will be kept in accordance with the data processing plan unless there are indications to the contrary.

4. PUBLICATION OF PERSONAL DETAILS

In general, before being published as open data, personal data must be anonymized.

If personal data have to be published for research purposes, the following requirements must be complied with before publication:

Explicit consent to publish the personal data as open data must be obtained from the data subject;

The principle of data minimization must be applied so that only those data relevant to the research are published;

The Data Protection Officers must be consulted to determine the suitability of publishing the personal data and, if necessary, the authorization of the corresponding research ethics committee should be obtained.

5. RESPONSIBILITIES

The URV's research staff is responsible for publishing research data.

THE RESEARCH STAFF MUST:

- a)* Publish, via the media made available by the URV, the data processing plan, which indicates how the data have been processed and which is drawn up in accordance with the requirements of funding institutions.
- b)* Publish data obtained from a research activity in a manner that is as open as possible, in accordance with the present policy, the applicable regulations and legislation, the ethical principles and any specific contractual requirement.
- c)* Collect, document, save and publish the data via the media made available by the URV and in accordance with the FAIRER principles established in the present policy.
- d)* Ensure the sustainability of the data storage.
- e)* If the data are personal, the must follow the protocol established by the URV, which includes consulting the information security officer and the data protection officer and, if necessary, obtaining the approval of the relevant URV entity responsible for ethics in research and innovation.



THE URV MUST:

- a)* Collaborate with other entities to create materials to support the data management plans that research staff must provide for the University or third parties.
- b)* Have the resources and means to make this policy viable and maintain the media that the URV makes available.
- c)* Carry out the actions needed to ensure the visibility of open research data from the URV using the EU's OpenAIRE infrastructure.
- d)* Provide advice and support for research staff in the ambit of open data in accordance with the legislation, the requirements of funding institutions and any other relevant regulations.
- e)* Offer the resources needed to publish and store URV staff's research data whilst ensuring free public access to them according to the data's lifecycle and providing the necessary procedural guides.
- f)* Reviewing the recommendations for assigning licences to research data.
- g)* Establishing a sustainable costing system for publishing data. The annex to the present policy sets out the financial costs applicable at any moment, how they are funded and who is responsible for managing them.
- h)* Protecting the rights of the institution and the research staff.

6. VALIDITY

This policy comes into force the day after its approval by the Governing Council, once the necessary human, material and economic resources have been assigned, and it will be reviewed and updated by the Committee competent in issues relating to research whenever this is necessary.

The Governing Team will ensure compliance with this policy.

ANNEX 1. DEFINITIONS

RESEARCH DATA

This refers to information, in particular facts or numbers, collected for examination and analysis for subsequent interpretation, discussion and calculation. It also refers to underlying data and other data such as unpublished "cooked" data, but not to raw data. It includes data, metadata and the tools for consulting them. As examples, it includes statistics, experimental results, measures, fieldwork observations, survey results, recorded interviews and images. The present policy focuses on research data in digital format.

ACCESS TO SCIENTIFIC RESEARCH DATA

This refers to the right to access and re-use digital research data. Normally, users can freely access, extract, exploit, reproduce and disseminate open and accessible data. This type of access may take two forms:

1. **Self-archiving:** the author or representative archives the published article or peer-reviewed final article in an online repository before, at the same time as or after its publication. Some publishers allows open access only after the expiry of an embargo period.
2. **Open access publication:** an article is published immediately in open access mode. In this model, subscription readers do not have to pay for the cost of publication.



SCIENTIFIC PUBLICATIONS

These are mainly scientific research articles published in scientific journals, whose publication is subject to peer-review by other researchers competent in the field of research.

OPEN ACCESS TO SCIENTIFIC PUBLICATIONS

This is defined as free, immediate and permanent online access to the full text of a scientific or academic article. It means that readers can download, disseminate and share the publication even for commercial purposes, provided that author/s is/are acknowledged.

"FAIR" DATA

These are data that are Findable, Accessible, Interoperable and Re-usable (FAIR).

"FAIRER" DATA

These are data that are Findable, Accessible, Interoperable, Re-usable, Ethical and Reliable (FAIRER).