Title

COSYNA Data Policies

	Function	Name	Institution	Signature	Date
Prepared:	QA Manager	Juergen Gandrass	HZG		2010-11-18
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Distribution

COSYNA Project Leader

HZG-Internal Working Group "Data Management & Quality Assurance" (AK DM&QS HZG)

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Change Record

Issue	Revision	Date	Description	Change pages	Sign
Draft	00.1	2010-09-22	First draft		jg
Draft	00.2	2010-10-05	Changes after discussion in AK DM&QS HZG	chapt. 3, 4	jg
Draft	00.3	2010-11-10	Change after discussion in AK DM&QS	chapt. 4	jg
Draft	00.4	2010-11-18	Renaming COSYNA Project Leader instead of Coordinator	chapt. 4	jg

Contents

1   Purpose and Scope

This document outlines the principles adopted by the COSYNA Consortium constituted by the COSYNA Partners regarding its data policies. The implementation of the data policies are described in COSYNA Data Management Plan (COSYNA document CO-DM-XXX).

COSYNA data are provided by the COSYNA Partner Institutions as well as by third parties and are accessible via COSYNA Data Portals and data retrieval systems.

COSYNA Data Policies address issues related to the provision, access and use of COSYNA Data. In the following, if not explicitly stated otherwise, data include information on data quality and other metadata.

2   Objectives

COSYNA Data Policies set up principles in view of

- easing data exchange and collaboration within the COSYNA Consortium
- enable data exchange and collaboration with a broader scientific community
- providing free public access to COSYNA Data

In particular cases, access can be restricted or delayed with regard to the date of data generation and processing.

3   Data definition and data access

COSYNA data are categorised by a Data Level (DL) Scheme primarily according to their increasing "maturity" during processing (COSYNA document CO-QA-001).

- For data at **DL 0-2** (raw data, non-COSYNA data formats etc.) or for any other kind of data with restricted public access, the data originators can be contacted in order to **request individual access**.

- For data at **DL 3** (space-time-referenced, COSYNA standard data formats) **free public access** is provided via the COSYNA Data Portals and data retrieval systems.

- For data at **DL 4** (citable data sets with DOI) **free public access** is provided via suitable long-term storage data bases.

4   Conditions of use for COSYNA Data

The following conditions apply to any use of COSYNA Data. The user agrees:

- to contact the Data Originator or the COSYNA Project Leader prior to any use of the data;

- to acknowledge the provision of the data referring to the data originator and to include the following statement.
  "The data were provided by the COSYNA system operated by Helmholtz-Zentrum Geesthacht Zentrum für Material- und Küstenforschung GmbH ";

- to offer co-authorship to the data originator(s) if the provided COSYNA data are a principal component of any publication;

- not to use any data commercially without prior approval of the data owner(s).

For any kind of third party data provided by COSYNA, in addition, the Data Policies of the respective third party institution(s) have to be followed.

5   List of definitions

Data Originator Investigator who has collected and / or conducted the initial data processing

Data Owner   Institution owning the collected data

Third Party   Institution that is not part of the COSYNA Consortium, constituted by the COSYNA Partners