

RĪGA STRADIŅŠ UNIVERSITY

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INTERNAL REGULATORY ENACTMENT

In Riga

RSU Dataverse system terms of use

Issued in accordance with
17 of the Law on institutions of higher Education. Article ¹, Paragraph three

1. General principles

1.1. These terms of use (hereinafter - **the Regulations**) prescribe the procedures for the use of **RSU Dataverse** (hereinafter - **the repository**) research data repository of Rīga Stradiņš University. These Regulations govern the rights and obligations of users of the repository, the conditions of access, and the liability of the repository manager.

1.2. The repository shall be managed by **Rīga Stradiņš University** (hereinafter - **the repository manager**), ensuring the operation, development, technical maintenance and management of research data of the repository in accordance with RSU internal laws and regulations and applicable laws.

1.3. By using the repository, the user confirms that he or she has become acquainted with these Regulations and fully agrees therewith, as well as undertakes to comply with other documents, guidelines and policies related to the use of the repository, which have been published by the repository operator on RSU Dataverse or RSU website.

1.4. If the user violates these Regulations or other regulatory enactments related to the use of the repository, the repository administrator is entitled to restrict, suspend or terminate the user's access to the data and functionality of the repository, which requires authorization.

1.5. Terms used in the terms are used in the following sense:

- **Dataset:** research data, accompanying documentation and metadata which together constitute a structured unit of information for deposit in the repository;
- **Data curator** - a natural person determined by RSU (employee or authorised research data management specialist) who provides advisory and methodological support for preparing data sets for deposit, deposit process, data sharing and re-use, as well as for planning and implementation of data management.
- **De poning** – uploading a research dataset to a repository, accompanied by descriptive information (metadata), setting access conditions and selecting a data usage licence, automatically granting a DOI;

- **DOI (Digital object Identifier)**, a unique digital identifier that is automatically assigned to each published dataset in the repository and ensures its continued availability and quotability;
- **Metadata**: structured information describing the content, origin, structure and context of the dataset, ensuring the readability, comprehensibility and reusability of the data for both human and computer programs;
- **Access levels**: rules governing access arrangements for datasets deposited in the repository. Repository functionality provides the following types of access: open access, restricted access, or closed access;
- **Repository**: a dedicated digital platform for long-term storage, management and accessibility of research datasets and metadata to promote open science, transparency of research and re-use of data;
- **Repository collection** – a part of the content of a repository that is subject, disciplinary or institutionally unified, the quality and conformity of which is supervised by a data curator, while technical maintenance is ensured by a person authorised by the repository keeper.
- **User** – an RSU employee, student or external user who has been granted access rights to use the repository.

2. Repository Description

2.1. RSU Dataverse repository has been established as the central research data repository of Rīga Stradiņš University in order to ensure the safe storage, sharing and publication of RSU research data.

2.2. The technical solutions, functionality and content of the repository shall be developed in accordance with the principles of Open Science and FAIR (able, Accessible, interoperable, renewable), as well as RSU research data management procedures.

2.3. The repository shall provide the following services:

2.3.1. publication of research datasets, including the granting of permanent identifiers (DOIs) to published datasets;

2.3.2. long-term preservation of research data sets and their files;

2.3.3. The creation, management and maintenance of repository collections according to the institutional or thematic structure;

2.3.4. integration of metadata into other information systems, including ensuring their representation in national and international data catalogues and search platforms;

2.3.5. searching and browsing data sets and their metadata in the repository environment;

2.3.6. downloading data set files according to the specified access level;

2.3.7. downloading and reusing metadata in accordance with the applicable regulations;

2.3.8. information, methodological and technical support regarding the use of the repository.

3. User roles

3.1. Services, access rights, and actions available in RSU Dataverse repository are provided according to the role assigned to the user in the Dataverse system.

3.2. The following user roles are defined in RSU Dataverse repository:

3.2.1. Reader (memo, File Downloaders): any person who accesses and can view, download and reuse metadata and datasets publicly available in the repository according to the specified access level and license terms;

3.2.2. Data curator (curator) - a natural person appointed by the relevant authorised unit in accordance with the procedures specified by RSU and who ensures quality control of data sets managed in the repository, conformity of metadata, correctness of licence and access conditions, approves publication of data sets, registers changes in the data set and ensures publication of the current version.

3.2.3. Administrator (Administrator/Admin) - an authorized specialist of the repository host who provides technical management and configuration of RSU Dataverse repository, creation of user accounts, role assignment, access rights management, and system security settings.

3.3. To perform any User role in the repository except the Reader role, the User must create and use an authenticated User account in RSU Dataverse.

3.4. Multiple roles can be assigned to a single user in the repository if required to perform the User's duties, such as the role of depositor and data curator at the same time.

3.5. User rights, responsibilities, and the amount of functionality available are determined in the Dataverse system according to the assigned role and detailed in the RSU Dataverse User Manual.

4. User terms

4.1. User responsibilities

4.1.1. When using RSU Dataverse repository, the user has a duty to comply with the laws and regulations in force of the Republic of Latvia and the European Union, including the principles of copyright, personal data protection, academic integrity and research ethics.

4.1.2. The user has a duty to comply with these Regulations, RSU internal laws and regulations governing the management of research data, information security and data protection, as well as the guidelines for the use of the repository, which have been published on RSU Dataverse website.

4.1.3. When using data published in RSU Dataverse repository, the user has a duty to refer correctly to the data set, indicating the assigned permanent identifier (DOI) and complying with the conditions of the licence.

4.1.4. The user has a duty to immediately notify the repository operator of security incidents, possible unauthorised access, data leakage or other unfair behaviour by sending the information to the contact address specified by RSU Dataverse or THE IT Department.

4.1.5. The user has an obligation to ensure that the information specified in the User account is true, up-to-date and updated in a timely manner.

5. End user access

5.1. The repository operator is entitled to restrict, suspend or terminate the User's access to RSU Dataverse repository without delay and without notice if:

- The user violates these Regulations, RSU internal laws and regulations or applicable laws;
- there is a security risk, including the risk of unauthorised access, data leakage or system integrity;
- there are legally justified circumstances, including breaches of personal data protection, copyright or ethical requirements;
- there are other reasonable circumstances that may jeopardise the functioning of the repository, RSU interests or the rights of third parties.

5.2. A user who wishes to delete his or her User account in RSU Dataverse repository shall submit an appropriate request electronically to the repository manager by sending a notification to the official electronic address dataverse@rsu.lv or it@rsu.lv contact address specified by RSU Dataverse or THE IT Department.

5.3. The user has the right to appeal the decision to restrict or terminate access by submitting a written submission to the repository keeper within 14 (fourteen) calendar days from the day of notification of the decision.

5.4. The manager of the repository shall examine the appeal and provide a reasoned reply to the user within 30 (thirty) calendar days from the day of receipt of the application.

5.5. Deletion of a user account or termination of access shall not affect the retention, availability and quotability of data sets published in the repository, unless otherwise specified by regulatory enactments or RSU decision.

6. Responsibility and supervision

6.1. Compliance with RSU Dataverse repository activities, research data management and these Regulations shall be monitored by:

- A science department providing methodological and organisational supervision in the field of research data management;
- Data curators who ensure operational data management, metadata quality and compliance with the specified requirements;
- IT department providing technical security, stable operation and infrastructure maintenance of the repository.

6.2. A user may be held liable for violations of these Regulations, RSU internal laws and regulations or applicable laws of the Republic of Latvia, as well as for security incidents in accordance with the procedures laid down in laws and regulations.

7. Data security and access control

7.1. General principles of safety

7.1.1. RSU Dataverse repository security management shall be implemented in accordance with:

- National Cybersecurity Law;
- The Law on the processing of personal data;

- General data Protection Regulation (EU) 2016/679;
- Cabinet of Ministers Regulation No. 397;

7.1.2. The purpose of data security is to ensure the confidentiality, integrity, accessibility and traceability of research data.

7.1.3. RSU Dataverse repository uses RSU authentication infrastructure, which ensures user identification, access control and protection against unauthorized access.

Final provisions

The current version of the regulations is published in the information section of the RSU website Dataverse repository: <https://www.rsu.lv/rsu-repozitoriji>

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