

Restricted Access

Although the majority of datasets in 4TU.ResearchData are publicly accessible, there may be reasons to restrict the access to the data, e.g. in case the data contains personal information, involves health and safety risks or it is part of data agreements with commercial parties.

However, where data can be shared upon request by other trusted researchers you can apply a 'Permanent embargo' on the data files in 4TU.ResearchData and make the metadata publicly available.

Please be aware that sensitive personal data or special categories of personal data cannot be deposited in 4TU.ResearchData. Please check the [General Data Protection Regulation \(GDPR\)](#) for more information on the processing of special categories of personal data.

If you are not sure whether your data should be published with restricted access, please [get in touch](#) or seek advice from your institution's Data Steward or RDM Support.

How to publish a restricted dataset?

For publishing data with restricted use, the same upload process applies as for any other dataset, but the following should be noted:

- 1) Select the licence 'Restrictive licence' to indicate that the data files contain personal or other confidential information and restrictive conditions for re-use apply.

- 2) Select the option 'Permanent embargo' under 'Apply embargo':

 **Apply embargo** ✕

Embargo period
The embargoed content will become public on the date you select.

Permanent Embargo ▼ or until specific date... 

Embargo type
On files only ▼

Why are the files under embargo?
Useful for people viewing the public metadata record.

Title
File(s) are restricted

Reason
Data files are restricted due to privacy concerns.

In the field “Title” write “File(s) are restricted” and in the field “Reason” state why the files are under restricted access (Permanent embargo). Both *Title* and *Reason* will be displayed on the item page once published.

Tick ‘Allow anybody to request access to the embargoed files’ and indicate in the message box how users can request access to your data files. See example below.

Request access to files (what's this?)

Allow anybody to request access to the embargoed files

Your message (optional)

Please indicate why you need access to the data files. You may be asked to agree to an End User License Agreement.

Your message will be displayed once the user requests access to the files.

3) Please create an End-User Licence Agreement (EULA) when sharing confidential data with specific individuals, for specific purposes and under specific terms. 4TU.ResearchData has made a template available here. Please add the EULA as part of your data files.

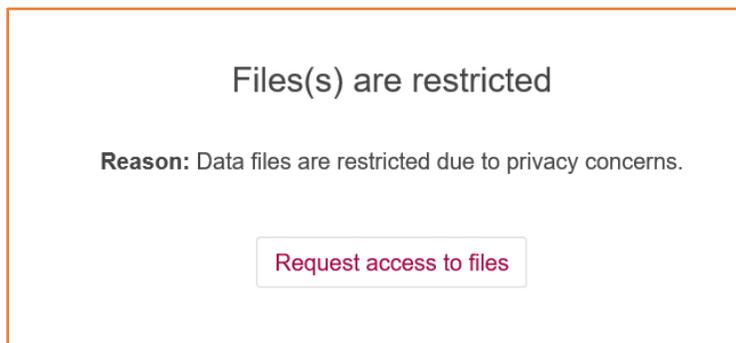
The EULA is basically a legal contract between an end user and the owner, or licensor, of the dataset highlighting what they can and cannot do with the dataset. We recommend that you have the EULA reviewed by a legal expert from your institution before making it final.

Please note that 4TU.ResearchData is NOT responsible for granting access to restricted use datasets, nor for the terms of use stated in the EULA.

4) Please include any relevant formal documents, e.g. unsigned informed consent forms, as part of your dataset submission.

How to access a restricted dataset?

A metadata record describing the restricted dataset is made publicly available in 4TU.ResearchData, but the actual data (files) are only made available to users upon application.



When a user clicks the button 'Request access to files' on top of the landing page, the following message box appears:

Request access to files

Message from the author: Please indicate why you need access to the data files. You may be asked to agree to an End User License Agreement.

Your email *

Required in order to be contacted for file access.

Your request *

Provide information on why you need access to the embargoed files...

Cancel

Send request

The user's email address will be prefilled as only logged in users can request access.

In some cases the user/applicant may be asked to agree to an End-User Licence Agreement (EULA) which must be sent separately by the author.

If access to the data is granted, the applicant will receive a private URL from the author/contact person.