

CHECKLIST for sharing your data



Certain types of research data are not (immediately) ready to be shared in open access. This checklist will help you identify data issues and determine whether you should open or restrict access to your data files.

☐ **Personal or confidential data**

Make sure your data do not contain information which may directly identify living natural persons. SODHA does not allow datasets with respondents' real names, addresses, and other contact information. Doublecheck that respondents cannot be identified using a combination of variables (e.g. Job title: Mayor; Postcode: 1234). Confidential data (e.g. collected with a non-disclosure agreement) should not be deposited.

☐ **Sensitive data?**

Does sharing your data have ethical and societal implications, e.g. with regard to harming vulnerable groups? Consider restricting access to the data file(s) and requiring in the 'Terms of Access' that other researchers first contact you to gain access to the whole dataset.

☐ **Copyright and database rights?**

Check if your data or data format (e.g. audiovisual data) has specific copyright or database rights. If so, ask permission from all rights-holders.

☐ **Third-party data?**

Does your dataset consist of or contain data supplied by a third party (e.g. government agency)? Check in your data contract whether you have permission to share the data or excerpts of the data (e.g. general processed data tables). Consider limiting reuse of your data by selecting SODHA's 'Scientific Purposes Only' license and/or restricting access to the data file(s) and requiring in the 'Terms of Access' that other researchers first contact you to gain access to the whole dataset.

☐ **Data with commercial/economic potential?**

Do you want to pursue commercial or economic valorization with your data? If so, consider restricting access to the data file(s) and requiring in the 'Terms of Access' that other researchers first contact you to gain access to the whole dataset + specify an embargo period in the 'Availability Status' field.