



## **Implementation of the Data Seal of Approval**

The Data Seal of Approval board hereby confirms that the Trusted Digital repository NSD's Research Data Archive complies with the guidelines version 2014-2017 set by the Data Seal of Approval Board.

The afore-mentioned repository has therefore acquired the Data Seal of Approval of 2013 on January 15, 2015.

The Trusted Digital repository is allowed to place an image of the Data Seal of Approval logo corresponding to the guidelines version date on their website. This image must link to this file which is hosted on the Data Seal of Approval website.

Yours sincerely,

The Data Seal of Approval Board

## Assessment Information

Guidelines Version:	2014-2017   July 19, 2013
Guidelines Information Booklet:	<a href="#">DSA-booklet_2014-2017.pdf</a>
All Guidelines Documentation:	<a href="#">Documentation</a>
Repository:	NSD's Research Data Archive
Seal Acquiry Date:	Jan. 15, 2015
For the latest version of the awarded DSA for this repository please visit our website:	<a href="http://assessment.datasealofapproval.org/seals/">http://assessment.datasealofapproval.org/seals/</a>
Previously Acquired Seals:	None
This repository is owned by:	<b>NSD - Norwegian Centre for Research Data</b>
	Norway
	T +47-55 58 21 17
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# Assessment

## 0. Repository Context

### Applicant Entry

#### *Self-assessment statement:*

Norwegian Social Data Services (NSD) has a long history working to promote and support open access to data and data sharing within the social sciences both as a national infrastructure and as part of the European and worldwide network for social science data archives. NSD was established in 1971 as part of the Research Council of Norway. On 1 January 2003, NSD became a limited liability company owned by the Norwegian Ministry of Education and Research. NSD's principal mission is to facilitate access to data for empirical research by providing a variety of freely accessible databases and support services under terms and conditions that ensure equal treatment of researchers in Norway and abroad and without incurring major legal, financial or practical costs. NSD is the largest national research data archive and distributor of data to social science researchers and students. As a national research infrastructure NSD is also hosting a national service for privacy issues providing guidance and support to researchers, research projects, research institutions and research funders concerning data privacy and research ethics.

As a national research infrastructure and research data archive NSD has a unique role in terms of its assignment by and mandate from the Research Council of Norway to ensure that a copy of the research data generated in projects with funding from the Research is archived at NSD for various scientific re-use purposes. This in compliance with the archiving requirements which is incorporated in the researchers' contract with the Research Council and its policy for open access and data sharing (please see: [http://www.nsd.uib.no/nsd/news/research\\_data\\_must\\_be\\_shared.html](http://www.nsd.uib.no/nsd/news/research_data_must_be_shared.html))

In its capacity as a national research infrastructure, NSD is supporting open access to publicly funded data and is function as a central point of access to numerous national and international data collections, thus enabling Norwegian research and international scientific cooperation. NSD archive both quantitative and qualitative digital research data. NSD follows the broad guidance given in the OAIS reference model across the archival process. NSD identifies the Submission Information Packages (SIPs), and data managers follow the NSD standard about the content of the Archival Information Packages (AIPs). The Dissemination Information Packages (DIPs) are both manually and automatically constructed from the AIP. NSD uses the DDI metadata standard for documenting data. Metadata of archived data are published on NSD's website for discovery, browsing, reading and downloading. When applicable, both data and metadata are made online available.

NSD does not outsource any of the DSA guidelines.

More information: <http://www.nsd.uib.no/nsd/english/index.html>

#### **Data Seal of Approval Board**

W [www.datasealofapproval.org](http://www.datasealofapproval.org)

E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

All URLs accessed 11 November 2014.

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

**1. The data producer deposits the data in a data repository with sufficient information for others to assess the quality of the data, and compliance with disciplinary and ethical norms.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

**Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

Advice and guidance for data producers/depositors on metadata and documentation are provided through a web form ([http://www.nsd.uib.no/nsddata/arkivering/en/007\\_archiving\\_form.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/007_archiving_form.pdf)) that also contains sections for information on the data to be deposited.

The web form requests information on whether the researcher has permission to include non-anonymous data. It also asks for references to the responsible data producer and responsible organisations/institutions. See DSA guideline 3 for a full list of requested metadata items.

NSD does not ask for citations based on the data in the web form, but during contact with the individual researchers upon data depositing.

Submitted data without appropriate contextual information is addressed at the ingest stage and the data producer is asked to supply the necessary information.

The ingest process is documented in NSDs archiving procedures:  
[http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

There are more specific advice and guidance for data producers on metadata and documentation on NSD's website. The guide is aimed at data producers/depositors, and intended to help them consider which data they will be producing, and ensuring that data intended for archiving is in suitable file formats and with the correct documentation.

All relevant information regarding the project, responsibility, data documentation and methodology (e.g. collection method, types of units, data collection period, type of study, data selection (net/gross), and data characteristics) is passed on to data consumers for independent assessment. For a full list of metadata elements, see DSA guideline 3.

Projects supported by the Research Council of Norway are committed to deposit their data at NSD.

Statement from contract terms (for projects supported by the Research Council of Norway):

"Unless otherwise directed by the authority having jurisdiction to decide the use of the data, a copy of all generated research data, including required documentation, must be transferred from project manager to Norwegian Social Science Data Services. The transfer of data should take place as soon as possible and no later than two years after the end of the period the project grants apply" (translated from Norwegian).

**Linked Documentation:**

NSD archive deposit main website:<http://www.nsd.uib.no/nsddata/arkivering/en/index.html>

Data deposit guide:[http://www.nsd.uib.no/nsddata/arkivering/en/001\\_deposit\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/001_deposit_data.html)

Data preparing guide:[http://www.nsd.uib.no/nsddata/arkivering/en/003\\_prepare\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/003_prepare_data.html)

Deposit webform:[http://www.nsd.uib.no/nsddata/arkivering/en/007\\_archiving\\_form.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/007_archiving_form.pdf)

Deposit agreement:[http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

NSD's archiving procedures:[http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

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## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 2. The data producer provides the data in formats recommended by the data repository.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

Data that can be archived and curated comprises anonymous machine-readable data and machine-readable data with personal identification.

NSD provides a list of preferred and recommended formats ([http://www.nsd.uib.no/nsddata/arkivering/en/003\\_prepare\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/003_prepare_data.html)), but accepts most formats that are applied within the social science and humanities community. Non-preferred formats are simply ingested for archiving (not curated). During the process of accessioning data, curatorial staff checks that the deposited files are suitable for ingest.

NSD asks for more details on file formats and tools/methods by which these files were created only if the format is non-preferred and/or unknown.

Archiving procedures are documented in NSDs archiving internet site. ([http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html))

### **Linked Documentation:**

NSD archive deposit main website: <http://www.nsd.uib.no/nsddata/arkivering/en/index.html>

Data preparing guide: [http://www.nsd.uib.no/nsddata/arkivering/en/003\\_prepare\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/003_prepare_data.html)



Preferred formats:[http://www.nsd.uib.no/nsddata/arkivering/en/004\\_preferred\\_formats.html](http://www.nsd.uib.no/nsddata/arkivering/en/004_preferred_formats.html)

NSD's archiving procedures:[http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

### **3. The data producer provides the data together with the metadata requested by the data repository.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

NSD asks for all relevant information from the data producer. A data deposit web form asks for information on the following metadata items (translated from Norwegian):

- RCN project number
  
- Project title
  
- Project manager
  
- Affiliated and responsible institution
  
- Research data (Yes/No)
  
- Names (of affiliated persons from institutions)
  
- Archiving at NSD (Yes/No) - If no, why?

- Types of data generated
  
- Method of data collection
  
- Types of units
  
- Data collection period
  
- Type of study
  
- Net/gross selection of units
  
- Characteristics of units
  
- Anonymous data (Yes/No)
  
- Permission, non-anonymous data (Yes/No)
  
- Clauses (Yes/No)
  
- Clauses repealed / reason for clauses
  
- Other information

Curatorial staff checks that deposited files are accompanied by appropriate levels of metadata and documentation. Data without appropriate contextual/metadata information is addressed at the ingest stage and the data producer is asked to supply the necessary information (usually by phone or e-mail).

NSD uses the Nesstar-tool to create metadata at both study and file level. Nesstar is in compliance with the DDI metadata standard. The use of DDI – which is a metadata specification for the social and behavioural sciences - as well as the focus on instructions and personal communication with data producers concerning rich metadata is aimed at improving data discoverability with its ensuing benefits for data producers, such as higher visibility.

Nesstar also supports the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). OAI-PMH is a standard protocol designed to make it simpler for data providers to open up their repositories and for service providers to harvest metadata. Nesstar is a software tool developed and owned by NSD.

All (suitable) files deposited at NSD are documented and copies are converted into Nesstar format. This ensures full control of long-term preservation, in addition to securing comprehensive and standardised metadata information.

Linked Documentation/documentation deadline (English summary if applicable):

Deposit webform: [http://www.nsd.uib.no/nsddata/arkivering/en/007\\_archiving\\_form.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/007_archiving_form.pdf)

Deposit agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

FAQ website: [http://www.nsd.uib.no/nsddata/arkivering/en/005\\_faq.html](http://www.nsd.uib.no/nsddata/arkivering/en/005_faq.html)

Data deposit guide: [http://www.nsd.uib.no/nsddata/arkivering/en/001\\_deposit\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/001_deposit_data.html)

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

#### **4. The data repository has an explicit mission in the area of digital archiving and promulgates it.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

#### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

NSD's Mission Statement is released under the Norwegian State Ownership Report. It states that the company objective (translated from Norwegian):

“NSD works in a long-term perspective to improve opportunities and working conditions for empirical research that is primarily dependent on access to data. This is done by collecting, processing, adapting, archiving and maintaining data and disseminating it to research communities while ensuring that the data is available in a form that enables it to be used in research without major legal, financial or practical costs being incurred by the users.

Further, regarding general information about NSD's business, it states that:

“Norwegian Social Science Data Services has been institutionally linked to the Research Council of Norway since its establishment in 1971.

From 1 January 2003 NSD has been organised as a limited company owned by the Ministry of Education and Research.

Similar statements can be found in the Annual Report of NSD:

[http://www.nsd.uib.no/nsd/doc/nsd\\_annualreport2012.pdf](http://www.nsd.uib.no/nsd/doc/nsd_annualreport2012.pdf)

“The Norwegian Social Science Data Services (NSD) is one of the world's largest research data archives. It provides data and data services to the research sector. Its main objective is to improve opportunities and working conditions for empirical research, which primarily depends on access to data. This is achieved by collecting,

processing, facilitating, archiving, maintaining and disseminating data to the research communities, and by ensuring that data is available in a form that enables it to be used in research without major legal, financial or practical costs being incurred by the users. NSD also provides service and guidance on data collection, research design, data analyses, methods, personal data protection and research ethics.”

The Norwegian Ministry of Education and Research’s ownership contributes to a long-term and safe basis for the archive.

### **Linked Documentation:**

State Ownership Report (in Norwegian):<http://www.nsd.uib.no/data/individ/publikasjoner/DSA/Stortingsmelding13.pdf>

About NSD, from web pages:<http://www.nsd.uib.no/nsd/english/index.html>

Annual Report:[http://www.nsd.uib.no/nsd/doc/nsd\\_annualreport2012.pdf](http://www.nsd.uib.no/nsd/doc/nsd_annualreport2012.pdf)

Stortingsmelding from the Ministry of Education and Research (in Norwegian):<http://www.nsd.uib.no/data/individ/publikasjoner/DSA/Stortingsmelding18.pdf>

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

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## **5. The data repository uses due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects.**

### *Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

## **Applicant Entry**

### *Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### *Self-assessment statement:*

NSD is a limited liability company owned by the Norwegian Ministry of Education and Research.

NSD has different contracts with different data producers:

1. Datasets with disclosure risk are bound by a data processor agreement that describes the character of the data and limitations of use.
2. All data depositors funded by the Research Council of Norway fill out an agreement containing questions about limitation of use. If there are no limitations, the data will be made available for use through NSD's ordinary procedures of access.
3. Data from research projects without funding from the Research Council of Norway: The contract is adjusted to each project.



Data consumers have to agree to and sign a Terms of Use in order to get access to data. From students we also claim a signed Supervisor's Declaration. NSD's conditions for use are stated in the letter that confirms access. It is also stated in the metadata on every study online. If the data consumer does not comply with our conditions, access is denied.

For personal identifiable data where NSD is not responsible treatment concluded there is always a data processing agreement . Before person identifiable data can be archived at NSD data provider must submit the filing permissions so that NSD can ensure that the archiving of data is according to the law of privacy .

Data with a disclosure risk is processed and stored according to specific procedures described in "Archiving procedures" on NSD's websites. Such data will be stored in a safe-deposit box, preferably the same day as they are received or stored temporarily in a locked filing cabinet. In some cases, NSD conducts the integration between identification register and dataset on behalf of the researcher. In these cases, the following rules apply:

1. The identifiers are kept isolated from the data.
2. Computers used for this purpose are off-line with strong virus protection.

Data with disclosure risk may be distributed if the data consumer meets all conditions for access.

NSD always checks data to make sure that it is not indirectly identifiable through a combination of background variables. If so, an anonymous version is created, either by aggregating or deleting variables.

#### **Linked Documentation:**

NSD's archiving procedures: [http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

Access procedures: [http://www.nsd.uib.no/nsddata/utlaansrutiner\\_en.html](http://www.nsd.uib.no/nsddata/utlaansrutiner_en.html)

Deposit agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

Data processor agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/008\\_data\\_processor\\_agreement\\_draft.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/008_data_processor_agreement_draft.pdf)

NSD's procedures personal data: [http://www.nsd.uib.no/nsddata/arkivering/en/011\\_personal\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/011_personal_data.html)

Pledge of secrecy: [http://www.nsd.uib.no/nsddata/laaneavtale\\_en.pdf](http://www.nsd.uib.no/nsddata/laaneavtale_en.pdf)

Supervisor's declaration: [http://www.nsd.uib.no/nsddata/veiledererklaering\\_en.pdf](http://www.nsd.uib.no/nsddata/veiledererklaering_en.pdf)

Data Protection Official website: <http://www.nsd.uib.no/personvern/en/index.html>

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **6. The data repository applies documented processes and procedures for managing data storage.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

NSD's preservation policy together with description of processes and procedure for the full data curation process, are described in the "Archival procedure" document on NSD's archive website. Backups are taken on a daily basis and kept in a non-inflammable cabinet. Each backup is kept for 30 days before it is overwritten. NSD also keeps backups externally. The computer rooms are secured and restricted area. Only authorized personnel are allowed to enter. NSD's building as such is secured with a protective alarm system combined with a locked and controlled entrance.

Part of NSD's storage procedure is to store most of its data in Nesstar-files. This is a format that in foreseeable future can be handled since Nesstar is owned, developed and controlled by NSD. Other material is controlled and updated at least every second year. NSD uses high quality media only.

NSD aims to store data and metadata in a way that protects the data from unauthorized access, violation of the data's integrity and in other ways loss of data and documentation. The procedures are set up based on a risk and vulnerability analysis. Data are always kept in different storages/servers. Backups and non-anonymous data are stored outside NSD's premises. Non-anonymous data is always prepared on off-line computers. In case non-anonymous data has to be transferred online or on portable devices the files are encrypted.

### **Linked Documentation:**

NSD's archiving procedures: [http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

Security and maintenance: [http://www.nsd.uib.no/nsddata/arkivering/en/012\\_security\\_and\\_maintenance.html](http://www.nsd.uib.no/nsddata/arkivering/en/012_security_and_maintenance.html)

### **Reviewer Entry**

**Data Seal of Approval Board**

W [www.datasealofapproval.org](http://www.datasealofapproval.org)

E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **7. The data repository has a plan for long-term preservation of its digital assets.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

NSD has a plan for long-term preservation. This takes into account obsolete file formats in the future. NSD's main strategy includes importing (where possible) data and creating metadata in Nesstar Publisher (DDI). Nesstar is developed and owned by NSD – and will thus be fully controlled and accessed by NSD in the future. In addition, Nesstar has the ability to export data and documentation to several other common file formats.

These routines are documented in: "NSD's archiving procedures".

### **Linked Documentation:**

NSD's archiving procedures: [http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **8. Archiving takes place according to explicit work flows across the data life cycle.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

NSD has policies and procedures that follow the archival life cycle of data.

Staff who manages data has a written set of instructions and routines that they adhere to and all data transformations are documented. Staff who handles data hold relevant degrees in social science.

NSD is the archive for the large majority of the research projects funded by the Research Council and includes projects within most scientific domains. This is stated in the research projects grant agreement.

The majority of data that NSD manages is, however, quantitative in nature, but an increasingly number of qualitative data is being deposited. NSD is in a continuous process of developing strategies for managing a wider range of data formats (i.e. text data, audio-visual data).

NSD does not apply a specific selection process, but reject data that is not machine readable or does not comply with relevant regulations and ethical standards. Data ingested should also be prepared and made available for re-use by the research community.

The majority of data that NSD manages is anonymous data. Non-anonymous data will only be stored at NSD after fulfilling relevant formalities. NSD's archival staff will check this before receiving data. The archival staff at NSD has relevant competence within privacy issues and other ethical questions. In addition our in-house Data Protection Official for Research unit will be consulted when necessary.

As described under item 5, non-anonymous data are always stored and handled on computers separated from NSD's network. In case non-anonymous data has to be transferred online or on portable devices the files are encrypted. Direct person identification is never handed out.

**Data Seal of Approval Board**

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E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

Documented in: “NSDs Archiving procedures”

NSD contribute to the CESSDA’s cross national data harmonization activities by use of the multi-lingual thesaurus which makes it possible to search for data in different languages.

**Linked Documentation:**

NSD’s archiving procedures: [http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

Control of anonymity: [http://www.nsd.uib.no/nsddata/arkivering/en/010\\_control\\_anonymity.html](http://www.nsd.uib.no/nsddata/arkivering/en/010_control_anonymity.html)

NSD’s procedures personal data: [http://www.nsd.uib.no/nsddata/arkivering/en/011\\_personal\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/011_personal_data.html)

Security and maintenance: [http://www.nsd.uib.no/nsddata/arkivering/en/012\\_security\\_and\\_maintenance.html](http://www.nsd.uib.no/nsddata/arkivering/en/012_security_and_maintenance.html)

Data preparing guide: [http://www.nsd.uib.no/nsddata/arkivering/en/003\\_prepare\\_data.html](http://www.nsd.uib.no/nsddata/arkivering/en/003_prepare_data.html)

Preferred formats: [http://www.nsd.uib.no/nsddata/arkivering/en/004\\_preferred\\_formats.html](http://www.nsd.uib.no/nsddata/arkivering/en/004_preferred_formats.html)

**Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## **9. The data repository assumes responsibility from the data producers for access and availability of the digital objects.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

Research data that NSD archives are controlled by a licence agreement with the data producer.

NSD assumes the responsibility from the data producers and thus has the responsibility for storage of the data. This responsibility includes guaranties regarding availability, integrity, consistency and protection of privacy with no time limit. This does not however prevent the data producers to keep their own copy of the data, including providing procedures for re-use.

NSD has crisis management plan (in Norwegian) that includes a system for handling various types of discrepancies, systems for risk and vulnerability analysis, as well as escalation plans.

### **Linked Documentation:**

Deposit agreement:[http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

Data processor agreement:[http://www.nsd.uib.no/nsddata/arkivering/en/008\\_data\\_processor\\_agreement\\_draft.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/008_data_processor_agreement_draft.pdf)

Security and maintenance:[http://www.nsd.uib.no/nsddata/arkivering/en/012\\_security\\_and\\_maintenance.html](http://www.nsd.uib.no/nsddata/arkivering/en/012_security_and_maintenance.html)

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

**Data Seal of Approval Board**

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Accept

*Comments:*

## **10. The data repository enables the users to discover and use the data and refer to them in a persistent way.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### **Applicant Entry**

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

NSD ensures that all data are readable, can be processed, and identified uniquely. All data that are archived for dissemination are searchable via internet, and indexed for search in Google. NSD offers a robust search of its archived data collection.

All data are accessible in the Nesstar server:

- Metadata and codebooks can be downloaded, and some of the data are accessible for online analyses.
- Data requests can be done online

Nesstar also supports the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH).

NSD offers research data in the most common formats data users request.

All digital objects managed by NSD are assigned an NSD-specific unique identifier. These routines are documented in “NSD’s archival procedures”. NSD will be implementing doi.

**Linked Documentation:**

Deposit agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

Access procedures: [http://www.nsd.uib.no/nsddata/utlaansrutiner\\_en.html](http://www.nsd.uib.no/nsddata/utlaansrutiner_en.html)

Data processor agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/008\\_data\\_processor\\_agreement\\_draft.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/008_data_processor_agreement_draft.pdf)

Security and maintenance: [http://www.nsd.uib.no/nsddata/arkivering/en/012\\_security\\_and\\_maintenance.html](http://www.nsd.uib.no/nsddata/arkivering/en/012_security_and_maintenance.html)

Order form: <http://www.nsd.uib.no/nsd/english/orderform.html>

NSD nesstar server:  
<http://nsddata.nsd.uib.no/webview/index.jsp?submode=default&mode=documentation&top=yes&language=en>

NSD search website: <http://www.nsd.uib.no/solr/nsu>

**Reviewer Entry**

*Accept or send back to applicant for modification:*

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*Comments:*

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## 11. The data repository ensures the integrity of the digital objects and the metadata.

### *Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### **Applicant Entry**

#### *Statement of Compliance:*

3. In progress: We are in the implementation phase.

#### *Self-assessment statement:*

NSD does not currently use checksums. It will however be implemented.

NSD's websites and Nesstar server are available continuously. If, for some reason, the premises are shut down, ICT personnel are notified immediately.

Routines are documented in "Information security and maintenance"

[http://www.nsd.uib.no/nsddata/arkivering/en/012\\_security\\_and\\_maintenance.html](http://www.nsd.uib.no/nsddata/arkivering/en/012_security_and_maintenance.html)

All versions and editions of data archived are saved. Changes in the datasets are manually logged in NSD's own administrative versions system.

- Dataset versions: Different versions are demarcated by differences in the dataset matrices, meaning that the datasets have a different number of units, variables and/or value categories.
- Documentation edition: A dataset version might have different documentation editions. These are differentiated by changes in the documentation of the dataset – as opposed to the data itself.

NSD provides web access to the most recent version of files only. If users want an earlier version of a dataset they have to contact NSD directly.

These routines are documented in “NSD’s archival procedures”  
[http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

**Linked Documentation:**

Security and maintenance: [http://www.nsd.uib.no/nsddata/arkivering/en/012\\_security\\_and\\_maintenance.html](http://www.nsd.uib.no/nsddata/arkivering/en/012_security_and_maintenance.html)

NSD’s archiving procedures: [http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

**Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 12. The data repository ensures the authenticity of the digital objects and the metadata.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

NSD have routines for handling changes in datasets, all versions of datasets are archived. Provenance of data and all changes to datasets are manually recorded in NSD's own administrative versions system.

Links to other datasets are taken care of within the Nesstar documentation and are updated for each published version. Project reports are stored on server at NSD in order to ensure sustainable links to these in the documentation.

NSD archives different versions of the same dataset as documented in "NSD's archival procedures":

- Dataset versions: Differences in the dataset matrices, meaning different number of units, variables and/or value categories.
- Documentation edition: Changes in the documentation of datasets.

NSD checks the depositors' institutional affiliations, but does not check the identity of data depositors as such. However, most researchers are contacted by NSD as recipients of funds from the Research Council of Norway, and the licence agreement is normally set up between NSD and the institution where the researcher is employed.

**Linked Documentation:**

NSD's archiving procedures: [http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

Deposit agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

Data processor agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/008\\_data\\_processor\\_agreement\\_draft.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/008_data_processor_agreement_draft.pdf)

Deposit form: [http://www.nsd.uib.no/nsddata/arkivering/en/007\\_archiving\\_form.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/007_archiving_form.pdf)

**Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

### **13. The technical infrastructure explicitly supports the tasks and functions described in internationally accepted archival standards like OAIS.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

#### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

NSD follows the broad guidance given in the OAIS reference model across the archival process.

NSD identifies the Submission Information Packages (SIPs), and data managers follow the NSD standard about the content of the Archival Information Packages (AIPs). The Dissemination Information Packages (DIPs) are both manually and automatically constructed on demand from the AIP.

NSD uses the DDI metadata standard for documenting data.

NSD provides information and documentation on the data curation infrastructure through its website:  
<http://www.nsd.uib.no/nsddata/arkivering/en/index.html>

[1] Details regarding the OAIS reference model can be found at:  
<http://public.ccsds.org/publications/archive/650x0m2.pdf> [accessed November 10, 2014].

#### **Linked Documentation:**

NSD archive deposit main website:  
<http://www.nsd.uib.no/nsddata/arkivering/en/index.html>



NSD's archiving procedures: [http://www.nsd.uib.no/nsddata/arkivering/en/009\\_archiving\\_procedures.html](http://www.nsd.uib.no/nsddata/arkivering/en/009_archiving_procedures.html)

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 14. The data consumer complies with access regulations set by the data repository.

### *Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

## Applicant Entry

### *Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### *Self-assessment statement:*

All data consumers are bound by a Terms of Use with NSD. Co-workers that handle data are also committed to sign a Terms of Use. The user commits to delete the data when the analyses are finished or at the latest two years after the access. A copy of resulting reports or publications that are based on the data has to be sent to NSD. The data consumer also commits to refer to the producer and distributor in a foreword or footnote in the publication. If the user is a student the supervisor also has to sign a Declaration.

If the user does not comply with the condition's he or she will not get access to data.

Access is given to one person only and to a specific project. The user has to delete the data no later than two years after the access.

### **Linked Documentation:**

Deposit agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

Access procedures: [http://www.nsd.uib.no/nsddata/utlaansrutiner\\_en.html](http://www.nsd.uib.no/nsddata/utlaansrutiner_en.html)

Letter of Access: <http://www.nsd.uib.no/data/individ/publikasjoner/tilgangsbrev-engelsk.pdf>

Pledge of secrecy: [http://www.nsd.uib.no/nsddata/laaneavtale\\_en.pdf](http://www.nsd.uib.no/nsddata/laaneavtale_en.pdf)

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Supervisor's declaration: [http://www.nsd.uib.no/nsddata/veiledererklaering\\_en.pdf](http://www.nsd.uib.no/nsddata/veiledererklaering_en.pdf)

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

**15. The data consumer conforms to and agrees with any codes of conduct that are generally accepted in the relevant sector for the exchange and proper use of knowledge and information.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

**Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

For data that are not accessible online the user has to sign a Terms of Use in order to access the requested data. The user commits to secrecy concerning information that can identify individuals. The user also commits to using data in accordance with the application and to delete the data when the analyses are finished or at the latest two years after the access. A copy of resulting reports or publications that are based on the data has to be sent to NSD. The user also commits to refer to producer and distributor in a foreword or footnote in the publication. If the user is a student his or hers supervisor also has to sign a Supervisor`s Declaration.

If the user does not comply with the condition he or she will not get access to the data.

In most cases the users have to be affiliated to an approved institution in order to access the data.

NSD provides guidance in use of confidential data. As stated in earlier items, NSD is the Data Protection Official for Research for the Norwegian universities, university colleges and several hospitals and research institutes. This means that almost all research within the sector is covered by this system. The Data Protection Official scheme implies that the requirement for obtaining licenses from the Data Inspectorate for a greater part of research projects are replaced by a notification requirement where NSD is the last instance for reviewing applications for licenses. This means that the Data Inspectorate has delegated part of its responsibility to NSD in relation to the Personal Data Act and Health Register Act.

If the scientist or student, through interviews, questionnaires, observations or other means, are gathering, registering, processing or storing information about individuals (i.e. personal data), then the project is likely to be subject to notification. This means that the data producer is obligated to fill out a notification form and submit it to the Data Protection Official for Research.

NSD gives high priority to direct contact with scientists and students and the Data Protection Official puts emphasis on disseminating knowledge of the legal and ethical guidelines regulating research. Staff members offer individual advice to students and scientists who are about to collect their own data, lecture at seminars for scientists and graduate and doctoral students and supply printed material on the privacy issue.

### **Linked Documentation:**

Deposit agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

Access procedures: [http://www.nsd.uib.no/nsddata/utlaansrutiner\\_en.html](http://www.nsd.uib.no/nsddata/utlaansrutiner_en.html)

Data processor agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/008\\_data\\_processor\\_agreement\\_draft.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/008_data_processor_agreement_draft.pdf)

Letter of Access: <http://www.nsd.uib.no/data/indiv/publikasjoner/tilgangsbrev-engelsk.pdf>

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Supervisor's declaration: [http://www.nsd.uib.no/nsddata/veiledererklaering\\_en.pdf](http://www.nsd.uib.no/nsddata/veiledererklaering_en.pdf)

Data Protection Official website: <http://www.nsd.uib.no/personvern/en/index.html>

### **Reviewer Entry**

*Accept or send back to applicant for modification:*

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## **16. The data consumer respects the applicable licences of the data repository regarding the use of the data.**

### *Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

## **Applicant Entry**

### *Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### *Self-assessment statement:*

In Norway use of personal data is covered by different regulations (please see <http://www.datatilsynet.no/English/Regulations/>), i.e.:

- Personal Data Act
  
  
- Personal Data Regulations
  
  
- Personal Health Data Filing System Act

Both the data depositor and the data user have to fulfil the relevant regulation(s) in order to deposit or receiving data from NSD.

Further, and as stated earlier, all data consumers are bound by an agreement with NSD in order to access data. The user commits to delete the data when analyses are finished or at the latest two years after the access. A copy of resulting reports or publications that are based on the data has to be sent to NSD. The user also commits to mention producer and distributor in a foreword or footnote in the publication. If the user is a student his or her supervisor also has to sign a Supervisor`s Declaration.

If the user does not comply with these conditions he or she will not get access to the data. Users have to be affiliated with an institution which will be contacted if the terms are not respected.

The Terms of Use and the Supervisor's Declaration are available online.

**Linked Documentation:**

Deposit agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/006\\_archiving\\_agreement.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/006_archiving_agreement.pdf)

Access procedures: [http://www.nsd.uib.no/nsddata/utlaansrutiner\\_en.html](http://www.nsd.uib.no/nsddata/utlaansrutiner_en.html)

Data processor agreement: [http://www.nsd.uib.no/nsddata/arkivering/en/008\\_data\\_processor\\_agreement\\_draft.pdf](http://www.nsd.uib.no/nsddata/arkivering/en/008_data_processor_agreement_draft.pdf)

Letter of Access: <http://www.nsd.uib.no/data/indiv/publikasjoner/tilgangsbrev-engelsk.pdf>

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Data Protection Official website: <http://www.nsd.uib.no/personvern/en/index.html>

**Reviewer Entry**

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