



Implementation of the Data Seal of Approval

The Data Seal of Approval board hereby confirms that the Trusted Digital repository Czech Social Science Data Archive (CSDA) 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 September 1, 2016.

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: [DSA-booklet_2014-2017.pdf](#)
All Guidelines Documentation: [Documentation](#)

Repository: Czech Social Science Data Archive (CSDA)
Seal Acquiry Date: Sep. 01, 2016

For the latest version of the awarded DSA for this repository please visit our website: <http://assessment.datasealofapproval.org/seals/>

Previously Acquired Seals: Seal date: September 1, 2016
Guidelines version: 2014-2017 | July 19, 2013

This repository is owned by: **Czech Social Science Data Archive (CSDA)**

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Assessment

0. Repository Context

Applicant Entry

Self-assessment statement:

The Czech Social Science Data Archive (CSDA) at [the Institute of Sociology of the Academy of Sciences of the Czech Republic](#) accesses, processes, documents and stores data files from social science research projects and promotes their dissemination to make them widely available for secondary use in academic research and for educational purposes.

CSDA participates in international networks of data organisations and it is the Service Provider for the Consortium of European Social Science Data Archives (CESSDA).

The main activities of CSDA may be summarised as follows:

- Acquiring and archiving datasets from Czech social science research and making them publicly available for secondary analysis
- Providing technical and organisational support for large-scale survey research programmes, e.g. Czech participation in the [International Social Survey Programme \(ISSP\)](#) and the [European Social Survey \(ESS\)](#) or the newly established Czech Household Panel Survey (CHPS)
- Promoting secondary data analysis in general, i.e. mapping and analysing available sources of data and facilitating their utilization, linking different Czech and international data resources, conducting research in the field of data quality, disseminating information and providing training in data management and survey methodology, etc.

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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:

The CSDA operates in line with legal and ethical norms relevant for social science academic research and digital data archiving. The CSDA provides potential depositors with information on standards and data deposition conditions and assists them individually in preparation of their data and related metadata for deposition. In the first step potential depositors are requested to administer the data description form and provide basic metadata. If the data are accepted for deposition, i.e. the quality of data and other materials are in line with the CSDA's mission and legal and ethical norms, the depositor is assisted to provide the data files and available metadata including e.g. survey instruments, all in required structure and formats. Based on provided materials the CSDA team in cooperation with the depositor prepares standardised metadata in DDI format. Metadata are made public available via the CSDA on-line data catalogue. The deposition, archiving and dissemination of data by the CSDA are based on conditions specified in the licence agreement. The CSDA also provides general guidelines, advice and training on data management and data sharing for social science research community.

1. Brief information for depositors available at the CSDA website

In Czech: Depozice dat v CSDA <http://archiv.soc.cas.cz/depozice-dat>

In English: Data deposition in CSDA <http://archiv.soc.cas.cz/en/data-deposition>

2. Archivacni rad CSDA (Preservation policy) available at the CSDA website

In Czech: http://archiv.soc.cas.cz/sites/default/files/csda_archivacni_rad.pdf

In English: http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf

Note: Archivací rád CSDA in Czech is the master version used for operation of the archive. English version is a mere translation developed for purposes of documentation.

3. The data description form (survey data) available at the CSDA website

In Czech: http://archiv.soc.cas.cz/sites/default/files/formular_pro_depozitory_csda.doc

In English: http://archiv.soc.cas.cz/sites/default/files/data_description_form_csda.doc

Note: The form is developed in line with the mandatory and recommended fields scheme provided by CESSDA (<http://www.ddalliance.org/sites/default/files/cessda-rec.pdf>).

4. The model licence agreement (specific conditions are subject of negotiation) available at the CSDA website

In Czech: http://archiv.soc.cas.cz/sites/default/files/dohoda_o_depozici_dat.doc

In English: http://archiv.soc.cas.cz/sites/default/files/agreement_on_data_deposition_en.doc

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5. The CSDA on-line data catalogue (Nesstar): <http://nesstar.soc.cas.cz/webview/>

6. On-line guidelines and information on issues relevant to data management and data sharing.

In Czech: <http://archiv.soc.cas.cz/management-dat-v-socialnich-vedach>

In English: <http://archiv.soc.cas.cz/en/social-science-data-management>

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:

The list of preferred and acceptable data formats is part of the Preservation policy of the CSDA. It recommends the most frequently used formats for particular types of data ("de facto standards") based on proprietary software. We plan to broaden the list of preferred formats to include open source formats.

The CSDA has no automatic tool for data format checks so the team members control adherence to preferred formats individually. The policy of quality control is defined in the Preservation Policy of the CSDA. If the data or metadata are not available in preferred or acceptable formats and they are evaluated high for their scientific value, the CSDA actively seeks for possibility of their transfer into readable and acceptable formats. Deposited data and metadata are transformed into standard formats used for long term deposition in the archive (Archival information package). At the same time original data and metadata (Submission Information Package) are stored separately to keep their authenticity and integrity.

1. Preservation policy

In Czech: Archivacni rad CSDA http://archiv.soc.cas.cz/sites/default/files/csda_archivacni_rad.pdf

In English: CSDA Preservation Policy http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf

2. Short information for depositors

In Czech: <http://archiv.soc.cas.cz/depozice-dat>

In English: <http://archiv.soc.cas.cz/en/data-deposition>

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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:

Depositors are required to provide available metadata relevant for both: (1) evaluation of quality of data for purposes of its archiving and dissemination, (2) secondary analysis of data in social research. In the first step potential depositors are requested to administer the data description form and provide basic metadata. If the data are accepted for deposition, the depositor is assisted to provide maximum available metadata in required structure and formats. The Data Depositor Form includes questions on following: (1) the research project including also specification of institutional background and methods, (2) information on the data set, its structure, formats, specific variables, etc. It is constructed in respect to CESSDA defined Mandatory and recommended fields. Information on conditions for handling the data and intellectual property rights to data and metadata are derived from the Licence Agreement. After checking of data and metadata, the CSDA team prepares standardised metadata in DDI format. Mandatory fields include all descriptive, structural and administrative metadata. We use Nesstar software for creating metadata at the file level. The CSDA employed DDI 2 as a metadata standard. If metadata are insufficient for long term preservation, we keep available materials (as a SIP, without publishing data collection in Nesstar catalogue) and try to find missing parts of information.

The CSDA also provides general information and guidelines concerned to data documentation issues on its website in section about data management.

Data description form:

In Czech: http://archiv.soc.cas.cz/sites/default/files/formular_pro_depozitory_csda.doc

In English: http://archiv.soc.cas.cz/sites/default/files/data_description_form_csda.doc

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General information on data management including data documentation issues:

In Czech: <http://archiv.soc.cas.cz/management-dat-v-prubehu-vyzkumneho-projektu>

In English: <http://archiv.soc.cas.cz/en/manage-data-during-research-process>

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:

The CSDA is a national resource centre for social science research. It acquires, processes, and archives datasets from social research projects and makes the data publicly available for secondary analysis in scientific research and for training at universities. The main objectives are following:

- Archiving and preserving digital datasets obtained from Czech social science research and making them publicly available for secondary analysis.
- Providing technical and organisational support for large-scale survey research programmes, such as the Czech surveys within the International Social Survey Programme (ISSP) and the new Czech Household Panel Survey (CHPS).
- Promoting secondary data analysis, i.e. mapping and analysing data sources, publishing information on available data, linking Czech and international data resources, conducting research on data quality and providing training in data management and survey methodology

The CSDA is a department of the Institute of Sociology of the Czech Academy of Sciences. The CSDA's data services are mentioned in the Foundation Deed of the IS and specified in its Research Programme. The department is also the Czech node in the European distributed research infrastructure the Consortium of European Social Science Data Archives (CESSDA) and the CESSDA Service Provider in the Czech Republic. The CSDA and the Czech membership in CESSDA are part of the Czech Roadmap for Research Infrastructures and are financially supported by the Ministry of Education, Youth and Sports (MEYS).

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The CSDA's mission statement has been published in the number of information materials and it is available on the website (<http://archiv.soc.cas.cz/en/about-czech-social-science-data-archive>). The activities and performance of the CSDA are monitored, published in information materials and project reports and regularly reported to the MEYS in Annual Reports of the IS (<http://www.soc.cas.cz/vyrocní-zpravy>; Czech only). In 2014 the CSDA was successfully evaluated by international experts within the process of evaluation of research infrastructures in the Czech Republic.

Succession planning: Succession planning will proceed according to the general internal regulations of the Czech Academy of Sciences. In case of liquidation of the Institute of Sociology CAS archived materials will be deposited in the Masaryk Institute and Archive of the CAS. The original succession plan specific for the CSDA is under preparation.

The CSDA's activities reaching out to the user community have the following goals: (1) promoting secondary data analysis in research, disseminating knowledge about and use of available data resources; (2) supporting data sharing between research teams and data exchange at the international level; (3) cultivating methods of creating databases and working with data with regard to data sharing; (4) promoting knowledge and utilization of the CSDA's data services and systems. The following means are applied: (1) awareness-raising, instructional, analytical and training materials at the CSDA website; (2) publication of the peer-reviewed journal *Data a výzkum – SDA Info* (<http://dav.soc.cas.cz/>); (3) methodological publications, review studies and analyses of data resources; (4) lectures and seminars, participation in conferences etc.; (5) information articles in scholarly periodicals.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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:

The CSDA is a department of the Institute of Sociology of the Czech Academy of Sciences, Public Research Institution. Therefore contracts (License agreements) are made between Institute and depositors.

We use [License agreement](#) as a model contract with data depositors/producers. Data users are required to agree to the [conditions](#) for data usage. Both documents can be modified based on specific requirements of the data depositor. The CSDA follows general principles stated in its [mission](#) and [Data deposition in CSDA](#) document (OECD „openness principle“ for academic research and education and [CESSDA „Open Data“](#)).

The Institute is bind by corresponding provisions of License agreements with depositors and by contracts with data users.

The CSDA conditions of use are published at <http://archiv.soc.cas.cz/en/obligatory-rules-data-access-datasets-csda-and-information-about-their-use> . User must agree with this conditions by registration <http://archivreg.soc.cas.cz/register> . Conditions of use are in accordance with the Czech legislation (namely [The Personal Data Protection Act](#) and The Copyright Act).

Members of the CSDA staff are experts in fields of management of data security, data disclosure risk and personal data protection. They give lectures on these topics at Czech universities and research institutions.

The Institute of Sociology of the Academy of Sciences of the Czech Republic is registered with the Czech Office for Personal Data Protection and its research activities are governed by [Act No. 101/2000](#) Coll. on personal data protection. In line with the Act the ?SDA currently deposits and disseminates data of non-personal character.

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In future it is possible to store data with disclosure risk. These data will be stored offline and will be secured from unauthorized disclosure or access.

The CSDA provides general information on these issues for data depositors and users on its website:
<http://archiv.soc.cas.cz/en/social-science-data-management> .

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:

The CSDA has a Preservation Policy document (Archivační rád CSDA)

In Czech: http://archiv.soc.cas.cz/sites/default/files/csda_archivacni_rad.pdf

In English: http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf

Data files are stored in the server which is being regularly backed up. The server is located in the computer laboratory of the Institute of Sociology CAS. There is a system of regular backups which includes additional security features such as distributing these backups at different locations. The CSDA uses also a backup server located in another city (Brno, distant 200 km from Prague) to minimise potential data loss due to natural hazards.

Archive content is being regularly checked (at least once in two years or by any manipulation with data files) for readability of stored data. [Preservation Policy](#) describes checking procedure (Sections 2.6,2.9 and 4.7) and possible data recovery procedure (4.7)

Disaster Recovery Plan specific for the CSDA data library is under preparation, not yet implemented.

Additional risk management techniques are not yet in place. Archive will undergo DRAMBORA self-evaluation before end of 2016.

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Data servers, computers, digital media, etc. including the data library and other archive content are accessible only to authorised staff of the CSDA and the Institute of Sociology CAS. The archive office and the computer laboratory are located in buildings with controlled access and under constant surveillance. The server room is accessible only for authorised persons and protected by a lock and a digit code.

Reviewer Entry

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:

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

Self-assessment statement:

The CSDA has developed procedures to ensure long term data integrity. Readability and integrity check of deposited data is being done in the pre-ingest phase and then at least once in two year period and by every manipulation with data file. Data is then migrated to the internationally recognized data formats in the way described in the Preservation Policy.

The table of preferred formats and the conversion table is part of the Preservation Policy – section 2.7,

http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf.

Archive content is being regularly checked for readability of stored data. Preservation Policy describes checking procedure (Sections 2.6,2.9 and 4.7) and possible data recovery procedure (4.7)

A designated employee monitors emerging international standards and community approved data formats. CSDA is using up to date and common standards in data archiving of social science data files. In case of development of new standards we will follow international community (CESSDA archives) and we will use best practices in migration data to new formats.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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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:

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

Self-assessment statement:

The process of archiving in the CSDA is described step by step in the Preservation Policy of the CSDA. Currently the archive has eight employees (6.6 FTE) and cooperates with colleagues from other departments of the Institute of Sociology CAS (e.g. IT department – 0.8 FTE reserved for CSDA activities). Positions in the CSDA team are defined in line with the distribution of responsibilities for particular parts of the workflow defined in the Preservation Policy: Archive Director, Acquisitions & Ingest Administrator, System Administrator and Access Coordinator. Persons in these positions have the main responsibility for the defined areas. In addition there are three Ph.D. students and an assistant in the team. Tasks in responsibility of the IT department, including maintenance of CSDA's servers, are located in premises of this department. The workflow system includes checks and controls. The system of recording workflows into database is just in implementation intended to be fully functional later this year.

Regarding the research and some management and administrative tasks the CSDA cooperates with colleagues from several different departments of the Institute of Sociology CAS.

Four members of the team have long term (ten years or more) experience in data archiving and they have participated in different kinds of training relevant to digital data preservation. Members of the team participate in expert collaboration, know-how exchange and training events organised by CESSDA and frequently attend the relevant conferences and other events, e.g. the annual IASSIST (International Association for Social Science Information Service and Technologies) Conference, the EDDI conference, etc.

The data library includes mainly data from social surveys and their metadata including survey instruments. In addition there are sets of digitalised cross tabulations from historical surveys, data from qualitative social research, e.g. transcribed interviews and documents, and other digital objects.

The CSDA accepts only data it can make available for secondary use in non-commercial research and in educational processes. Other basic conditions for accepting data for deposition are following: (1) conformity with legal and ethical requirements (e.g. in the area of personal data protection and copyright) and (2) usefulness of data for secondary analysis in social science research (including availability of sufficient metadata). Data are checked also for personal data disclosure. There are strict internal rules of the Institute of Sociology CAS concerning personal data protection in place. CSDA can [legally disseminate](#) non-anonymous personal data only if informed

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consent of data subject is given specifically for purposes of archiving and such dissemination. In present time there is no such type of data in our archive.

The archive receives data in different data formats, these are then converted to the data format required by the Preservation Policy (Section 2.7). Non-standard data formats are not generally rejected; acceptance and conversion process is individually decided for each data file. In case of need for conversion to new data formats in the future, archive will do so in accordance with international practices and CESSDA requirements in this area.

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:

All data collections accepted to the CSDA are covered by corresponding provisions of the License agreement. The Licence Agreement is in accordance with the Czech law (e.g. Personal data protection act, Copyright act, etc.). Enforceability of License agreement conditions has not been tested. Model version of the CSDA License agreement in English is available at

http://archiv.soc.cas.cz/sites/default/files/agreement_on_data_deposition_en.doc

In the License Agreement depositor affirms the legal right to dispose the data and metadata sets and to deposit them in the archive for following reasons:

- Incorporation of data into the CSDA database,
- using data for methodological analyses, studies and reports,
- providing data to third parties for non-commercial research and teaching.

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Deposited data and metadata are located in the archive. Ownership remains with depositors, the CSDA is licensed for dissemination of the data and metadata. Licences are nonexclusive. Deposition of data in the CSDA is not connected with any restriction on data depositors or data collectors. At the same time the CSDA does not hold responsibility for reliability of data or interpretation of data derived by its users.

The CSDA has no specific formal crisis management plan. Potential threats are treated in line with internal rules of the Czech Academy of Sciences, Institute of Sociology CAS.

Reviewer Entry

Accept or send back to applicant for modification:

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:

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

Self-assessment statement:

Registered users of the CSDA have a full access to metadata and may use any of the data collections archived for dissemination purposes. The special conditions for dissemination apply to a limited number of micro-data collections, in such cases a written consent of the depositor is required for each user.

The data catalogue Nesstar (<http://nesstar.soc.cas.cz/webview/>) allows access to all data collections available at the CSDA, including metadata for a limited number of qualitative studies subjected to a special regime of dissemination.

The data catalogue has English and Czech part (some of the surveys are available in both languages). The data catalogue incorporates search facilities enabling simple search and advanced enquiries combining four search criteria in both languages.

The CSDA is using systems and standards that allow for metadata harvesting, a capability required by CESSDA, in particular the OAI-PMH protocol, implemented as a component of the Nesstar server

Research data is currently available in several formats to satisfy the requests of different data consumers. Micro-data files are currently provided in SPSS and SPSS Portable, Stata, NSDstat, Statistika, DIF, Dbase, SAS and text formats (the system generates packages as zip files).

The CSDA uses DOI registration of the data files through Da-ra registration agency (<http://www.da-ra.de>), maintained by the partner organisation GESIS.

Bibliographic citation for each data file is included in the metadata section of Nesstar catalogue.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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:

The archive uses MD5 checksums. The fixity information is stored in the form of a text file directly at each archived data file directory and it is also stored in the internal database of the archive. It is checked every two yearears and in the case there is any manipulation with data file.

Archive content is being regularly checked for readability and integrity of stored data. [Preservation Policy](#) desccribes checking procedure (Sections 2.6,2.9 and 4.7) and possible data recovery procedure (4.7)

The majority of archived data files exist only in one version, but a very small number of data sets contain multiple versions. Versioning has not yet been formally resolved. In practice, it is solved by organizing versions in subdirectories and adding additional paragraphs to file names. New formalized system of identification numbers reflecting multiple versions of one data set is under consideration.

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:

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

Self-assessment statement:

The archive receives data files only from those legal entities that created the data or have the rights to these data files (based on declaration of the depositor and stated in the Licence Agreement). Data is converted to formats that are suitable for archiving. Basic information on the CSDA's strategies is available to depositors (e.g., see the information for depositors on the Web: <http://archiv.soc.cas.cz/en/data-deposition>), details are provided in the process of negotiation with depositors.

If it is technically possible, the original data from data producer and all other related materials (as questionnaires, technical informations, etc.) are preserved in an authentic form and archived as SIP.

Data are converted ([section 2.9 AIP generation in PP](#)), connected with DDI metadata and archived with accompanying materials.

DIP (nsdstat file) is generated in [Nesstar Publisher software](#) and uploaded to [Data catalogue](#).

Each electronic file is described in an internal database. The database contains information about ID name, data file format, server path of data file, content of data file, Md5 checksum, data file creation date and data file change date.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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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:

Preservation system of the CSDA is formally structured from the pre-ingest stage to the stage of providing archive users with access to the data. The different stages of the preservation process are in line with the Open Archival Information System (OAIS), and each activity can be assigned to a given OAIS function. Detailed information is described in [Preservation Policy](#).

In addition to OAIS scheme we distinguish Pre-Ingest phase (Section 2.2 of PP). In this phase CSDA actively search for available data, monitor ongoing research projects, contact potential depositors and negotiate submission agreements with them.

The CSDA is fully compliant with the DDI metadata scheme, see <http://www.ddialliance.org/>. There are multiple software solutions for DDI compliant metadata description. The CSDA is testing these software solutions and their applicability in the archive workflow, but currently the plan is not to move to a different software platform than Nesstar.

Data are classified using the multilingual thesaurus ELSST; the Czech version of this thesaurus has been developed and maintained by the CSDA. Currently the process of data files description using the ELSST terms is in progress. The Czech terms have been uploaded into the web application, operated and maintained by the UK Data Service (member of CESSDA) at <http://elsst.ukdataservice.ac.uk/>.

The CSDA is using systems and standards that allow for metadata harvesting, a capability required by CESSDA, in particular the OAI-PHM protocol, implemented as a component of the Nesstar server.

For archiving all other data files (not in the form of data matrix) and accompanying materials the CSDA uses a digital data library DSpace. All the questionnaires, technical information on studies, research reports and transcripts of the qualitative interviews are stored there. In the future this system will allow expansion of the

portfolio of managed and stored data files as well as better management of audio-visual data. Dspace (as well as Nesstar) is the worldwide used standard for storing digital data files. It is developed as open source and it is used in more than a thousand institutions around the world. Dspace is probably most common digital repository used at Czech universities and some institutes of the Czech Academy of Sciences, so the CSDA has an opportunity to easily consult use of the system and its technical support.

Technical infrastructure is supervised by System Administrator. System Administrator administers databases containing information about the Archive and the datasets preserved. In collaboration with the IT Department of the Institute of Sociology, he also manages the Archive's hardware and software infrastructure. Detailed overview of System Administrators responsibilities is in Section 3 of Preservation Policy.

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 contract with the archive which is developed in respect to the national legal framework.

To gain access to the data sets in different data formats the user has to agree conditions of use of the data files:
<http://archivreg.soc.cas.cz/register>

The special conditions for dissemination apply to a limited number of data collections, in such cases a written consent of the depositor is required for each user.

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:

All data consumers must agree to conditions of use of the data files: <http://archivreg.soc.cas.cz/register>.

Following his or her agreement the user binds himself/herself to follow ethical rules for data usage developed in respect to the national legal framework. For example, users are informed that they are not allowed to make any efforts to finding personal identifications about anonymous respondents using provided data and that the data cannot be further distributed. All the data sets are available for non-commercial purposes only (research or teaching). The end users are also obliged to inform the archive about all publications created on the basis of provided data and include proper citations of the data source.

The CSDA provides brief overview and guidelines concerning personal protection act and their application in social science data management. It is located in the data management section of the Web <http://archiv.soc.cas.cz/en/ethical-conditions-personal-data-protection-copyright-and-intellectual-property-protection>

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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:

To gain access to the data sets in different data format the user has to agree to conditions of use of the data files:
<http://archivreg.soc.cas.cz/register>.

It is not possible to ensure that all data consumers respect the applicable licences. However, the CSDA has measures in place if the data consumer breach data use conditions. Non-fulfilment of the rules listed in registration form gives the archive grounds for termination of the contract and to forbid the access to the Data Catalogue. A more severe breaches policy is under development.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments: