Long Term Storage Data Description

# Name Research Project – General Information

**N.B. (\*) indicates mandatory field**

* **(\*) Title of the research project:**
* Funding agency(ies) (e.g. UNIL, SNSF, EU, etc.) and grant number:
* **(\*) Project time frame (i.e. start and end dates):**
* **(\*) Name, role and contact details of the PI (and ORCID iD if available):**
* **(\*) Name of the author/editor of this Readmefile (if different from the PI):**
* **(\*) Readmefile templatecompletion date:**
* Readme version:

# Data types and related links

* **(\*) General description of the data set (5 lines max.):**
  + Nature: e.g. raw versus, analysed data
  + Mode of collection: e.g. experimental, observational
  + Format: e.g. (un)structured text, spreadsheet, image, video, audio, database, map, etc…
* **(\*) Contains personal[[1]](#footnote-1) data (yes/no)?**
* **(\*) Among the personal data, contains sensitive[[2]](#footnote-2) data (yes/no)?**
* **(\*) Are sensitive data encrypted (yes/no)?**
* **(\*) Any legal restrictions applied to the dataset other than the usual contract described in the «**[**Directive du Conseil de Direction UNIL-CHUV du 02.12.2009 relative aux contrats et à la valorisation de la recherche**](https://www.unil.ch/files/live/sites/central/files/textes-leg/dir-valor-UNIL-CHUV.pdf)**» ? Are there any other kind of contracts (e.g. IP, patenting, third part contract,…)?** Mention them if applicable.
* **(\*) Did these data lead to an article (yes/no)?** And if so, provide the exact references with the DOI ?
* **(\*) Are these data deposited and published on a data repository (yes/no)?** And if so, provide the exact references for the dataset with the DOI ?
* **(\*) Estimated storage period (to be justified if > 10 years).** If there are any other kind of legal requirements for storage (e.g. 20 years for data associated to a patent based on the UNIL [Directive 4.5](https://www.unil.ch/files/live/sites/central/files/textes-leg/4-rech/dir4-5-donnees-rech.pdf), Art. 15, al. 2, or 15 years for clinical data), mention them.

# Organization

* **(\*) Organizational structure of folders and sub-folders:**
* **(\*) File naming system/conventions/rules:**

# Data collection

* **(\*) General methods used for data collection** (link this information to the description of your materials and methods from your papers if possible)**:**

# Processing, versioning and quality assurance

* **(\*) Software used for data collection and processing** (including their version numbers) **and associated file format** (provide a detailed description)**:**

# Code books

* **(\*) Did you generate a code book or other documentation defining the codes, symbols and abbreviations used in the files (yes/no)?** If yes, provide the codebook file name. If not make a link to the publications with your list of abbreviations.

1. The definition of personal data under Vaud law or the EU regulation is as follows:

   **Donnée personnelle** « Toute information qui se rapporte à une personne identifiée ou identifiable » (LOI 172.65 sur la protection des données personnelles ([LPrD](https://prestations.vd.ch/pub/blv-publication/actes/consolide/172.65?key=1543934892528&id=cf9df545-13f7-4106-a95b-9b3ab8fa8b01))).

   **Personal data**“means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person” ([GDPR 2016](https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=FR#d1e1489-1-1)) [↑](#footnote-ref-1)
2. The definition of sensitive data under [LPrD](https://prestations.vd.ch/pub/blv-publication/actes/consolide/172.65?key=1543934892528&id=cf9df545-13f7-4106-a95b-9b3ab8fa8b01) is as follows:

   **Donnée sensible** « Toute donnée personnelle se rapportant :

   aux opinions ou activités religieuses, philosophiques, politiques ou syndicales, ainsi qu'à une origine ethnique ;

   à la sphère intime de la personne, en particulier à son état psychique, mental ou physique ;

   aux mesures et aides individuelles découlant des législations sociales ;

   aux poursuites ou sanctions pénales et administratives. » [↑](#footnote-ref-2)