

# How to dri<sup>o</sup>

## How to DRI: Protect Your Data

### Protect Your Data in the Digital Repository of Ireland

DRI advocates for data ingested into the Repository to be made publicly accessible on the web and widely disseminated. When metadata is published in the Repository, it is automatically licensed as CC-BY, allowing unrestricted reuse with attribution.

For data which has been generated by public bodies or in the course of publicly-funded research, DRI supports the principles of Open Access, which state that such data should be made openly available for use and reuse as long as the creator is properly acknowledged (see DRI position statement on Open Access at <http://dri.ie/publications> for more details).

Even when data or metadata are published openly online, there are a number of ways to protect your data and intellectual property rights.

#### Stating your copyright and applying a licence

Copyright is an area of Intellectual Property law which covers original creative works including literary, dramatic, musical and artistic works, film, sound recordings, broadcasts and the typographical arrangement of published editions, computer software and non-original databases, and performances. Copyright is intrinsic and doesn't require registration of a work, and generally lasts until 70 years after the death of a work's creator.

Copyright is not relinquished by publishing a digital object openly online. Without a licence, no one has permission to republish or reuse a copyrighted work, even if they can access and view it. Copyright information must be included with every digital object in the Repository, allowing depositors to state who owns copyright and how they may be contacted.

DRI supports the application of a range of licences to digital objects, including Creative Commons and Open Database Licences (LINK). The application of a licence informs users of how they are permitted to reuse your data.

#### Downloading/preventing download

Within the repository you can set a Restricted level of access to the assets (not metadata) of the Objects. For Restricted Assets, logged in users will have to request your permission to access the assets, surrogate thumbnails will not be displayed to general users

#### Data protection and anonymity online

Data protection legislation may be relevant to your data if it relates to people who are still alive and who may be identified by your dataset.

Researchers may also be guided by the ethical policies of their institution. Datasets which include personal information may be anonymised before publication, which is standard practice in social science research; or may have access restricted for a number of years until data protection is no longer relevant, which is more usual for oral history archives.

Research datasets which are not based on human subjects may also include personal information, for example hidden data and personal information in Microsoft Word documents, so you should ensure that only information which you intend to publish is included before you ingest your digital objects.

### **Access controls – setting rights versus enforcing rights**

The Repository provides a number of levels of access to protect data which cannot be published openly online.

As noted above setting the Object to Restricted will require users to request your permission to access the Master Assets. However, you can

also set a less restrictive setting which prevents users from downloading the original Master Asset but will allow them to access and download high quality surrogates. You may also upload a “Preservation Only” version of the asset (which might include sensitive EXIF metadata or colour and scale calibration bars) but this is allowed only when you have already uploaded another Master Asset (which is used to create the public surrogates).

In each case you should ensure that the correct Licence type is selected for your Object, for example it does not make sense to set an Object to have restricted access and also have an Open Licence (All rights should be reserved for such an Object).

### **User rights and responsibilities**

All users who access the Repository must agree to the Repository’s end user agreement before viewing any content. This agreement lays out the user’s responsibilities including keeping their account details and password secure, abiding by the copyright statements and licences applied to digital objects and citing data appropriately.

**This document is part of DRI’s operational documentation, as such it may change from time to time as features develop. The most recent version will always will published on our repository website and these documents should be consulted in conjunction with our operational documentation as necessary.**

Visit [www.dri.ie/](http://www.dri.ie/) for more information about the DRI project and our repository.