Template – GENERAL GUIDE

Research Project - Data Description

# **Why a descriptive file of your data ?**

A "Long term data description" file is intended to ensure that your data can be correctly interpreted, understood and even analysed in the context of other research.

It also aims to provide the minimum organisational guidelines to make the research project and associated data manageable over time while anticipating possible future sharing (via a data repository).

# General information

The information must make it possible to understand the content of the directory and to identify the person responsible for it.

# Your data and their links

## Data type :

See [Life Cycle and Data Types](https://www.unil.ch/openscience/en/home/menuinst/open-research-data/les-donnees-de-recherche/cycle-de-vie-et-types-de-donnees.html)

## Contains personal and/or sensitive data

See [Personal and sensitive data](https://www.unil.ch/openscience/en/home/menuinst/open-research-data/conformite--exigences/donnees-personnelles--sensibles.html)

Note: Sensitive unencrypted data cannot be transferred or stored on Unil's institutional servers. The long-term storage proposed by the DCSR is, for the time being, not encrypted and therefore cannot contain personal and/or sensitive data.

## Licenses

See [User Licenses](https://www.unil.ch/openscience/en/home/menuinst/open-research-data/conformite--exigences/licences-dutilisation.html)

## Data retention period

The length of time data are kept depends on several criteria. It is difficult to define a specific duration as it may vary according to the discipline or research subject.

According to the [Directive 4.2 "Scientific integrity in research"](https://www.unil.ch/interne/files/live/sites/interne/files/textes-leg/4-rech/dir4-2-integrite-scientifique3.pdf), basic data produced in the course of research must be kept secure for at least ten years after the completion of the study. This 10-year period corresponds to the Long Term Storage (LTS) proposed by Ci.

[Directive 4.5 "Processing and Management of Research Data"](https://www.unil.ch/interne/files/live/sites/interne/files/textes-leg/4-rech/dir4-5-donnees-rech1%20.pdf) specifies that the Current Storage (CT) offer is in principle limited to a period of 5 years from the end date of the Project. After this period, the data must be transferred to the LTS.

However, according to the project, the data must be destroyed more quickly, in accordance with the consents signed by the persons concerned.

In any case, UNIRIS recommends the destruction of data that is not used or requested after 3 years.

# Organization

## Folder structure and file naming

See [Organization and description](https://www.unil.ch/openscience/en/home/menuinst/open-research-data/gerer-ses-donnees-de-recherche/organisation--description.html)

# Data collection

## Methods used for data collection

Indicate the methods described in the research protocol.

# Code books

Review the precise documentation established for the use of your files.

# Processing, versioning and quality assurance

## File formats used

List the different file formats used. Warning: using non-proprietary file formats guarantees long-term access to your data (see [Preservation and Sharing](https://www.unil.ch/openscience/en/home/menuinst/open-research-data/gerer-ses-donnees-de-recherche/archivage--partage.html)).