



Submission policy: ORA-Data service

Concerning depositors and the types of item held in the repository.

1. ORA-Data is an institutional repository for digital research data produced by members of the University of Oxford.
2. Digital items may only be deposited by accredited members of the University of Oxford, or their delegated agents.
3. If a depositor graduates from or leaves the employment of the University of Oxford, their items will be retained in ORA-Data.
4. The repository is restricted to datasets (including multimedia and audio-visual material) and excludes publications (excepting data papers).
5. Data may be deposited in any file format.
6. Data from any discipline or field of research may be deposited.
7. ORA-Data does not accept data which contains personal, confidential or sensitive information that relates to an individual who can be identified from that information.
8. ORA-Data review staff will only assess items for the eligibility of creators/depositors and relevance to the scope of the repository, and will conduct a basic check of the accuracy of the metadata record.
9. The validity and authenticity of the content of submissions is entirely the responsibility of the creators/depositors.
10. Any copyright violations are entirely the responsibility of the creators/depositors.
11. Depositors are entirely responsible for ensuring that the data they deposit conforms to the relevant Data Protection legislation, and the ethical standards of the University and/or any funding body.
12. Depositors are entirely responsible for ensuring that the data they deposit does not contain any non-anonymised data.
13. Items can be deposited at any time, but will not be made publicly visible until any embargo period has expired.

Retention & preservation policy: ORA-Data service

Concerning the storage and preservation of items held in the repository.

1. Every reasonable effort will be made to retain items indefinitely.
2. The repository will try to ensure continued readability and accessibility.
 - Items will be migrated to new file formats where possible and if deemed necessary.
 - It may not be possible to guarantee the ongoing readability of all file formats.
3. The repository regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. In the event of the repository being closed down, the database will be transferred to another appropriate archive in the control or management of the University of Oxford.

Withdrawal policy: ORA-Data service

Concerning the circumstances in which items may be withdrawn from the repository by the Bodleian Libraries or the depositor (or the depositor's nominated data steward).

1. ORA-Data repository staff may withdraw items if they are discovered to have a virus or other technical problem.

2. If the repository receives proof of copyright violation, the relevant item will be removed immediately.
3. Other acceptable reasons for withdrawal of items by repository staff may include:
 - Proven plagiarism
 - Legal requirements and proven violations
 - National Security
 - Proven falsified research
4. A depositor may request at any point that their item be withdrawn in full or in part from the repository.
5. A depositor may request at any point that their item is moved in full or in part from open access view and placed under an embargo or held in permanent closed access.
6. A depositor may request that their item is replaced by another version if, for example, an error is discovered in the content. It may be possible for the replacement item to use the same record as the original.
7. Withdrawn items are not deleted *per se*, but are removed from public view.
8. The metadata of withdrawn items will not be searchable.
9. Withdrawn items' identifiers (e.g. DOIs/URLs) are retained indefinitely.
10. URLs and DOIs of withdrawn items will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
11. Once a DOI has been registered with DataCite for a deposited dataset, it is not possible for ORA-Data staff to change any of the mandatory metadata in the item record.

Complaints & take-down policy: ORA-Data service

Concerning complaints received about items held in the repository. The take-down policy for ORA-Publications is available here: <http://www.bodleian.ox.ac.uk/ora/about/ora-policies/take-down-policy>

1. Complaints will be acknowledged usually within 20 working days of receipt.
2. All complaints will be referred initially to the ORA-Data service manager.
3. An initial judgement will be made (obtaining advice from the Bodleian Libraries' Copyright Officer or other individual as appropriate) of the validity of the complaint, and:
 - if the complaint is plausible based on current UK law, the item will be withdrawn or access will be suspended pending verification of the complaint;
 - if the complaint is judged implausible or incorrect, we will inform the complainant of this and our reasons.
4. Where necessary the ORA-Data manager will seek professional legal advice on the complaint.
5. ORA-Data staff will attempt to advise the depositor of the item in question (or, in the event of the depositor being unavailable, their nominated data steward) about the nature of the complaint, and give them the opportunity to refute it.
6. All complaints will be investigated in full, obtaining advice as required, although each complaint will be judged on its merits (for example in the case of serial, vexatious or spurious complaints).
7. Both the complainant and the depositor will be contacted with the result and any actions ORA-Data staff have taken or intend to take.
8. If the investigation finds in the complainant's favour, the item will be withdrawn permanently from the repository unless the complainant gives permission to retain it (if they have the right to do so).