

Environmental Information Data Centre Service Agreement

For more information/guidance about this document see <http://eidc.ceh.ac.uk/support/agreement>

The Agreement

As a depositor you must consent to this service agreement which establishes the terms and conditions of use of your data. This document sets out your rights and responsibilities as depositor and ours as the data distributor.

This agreement authorises the EIDC to preserve and to distribute the data under the terms specified in this document. To do so, the EIDC will store the data and, where necessary, duplicate and transform copies.

Our responsibilities:

- We will take every care to preserve the integrity of the data and protect it from loss or damage
- We will make the data publicly available, subject to any conditions specified in this Service Agreement.
- Where appropriate, we will issue a Digital Object Identifier (DOI) to facilitate the proper citation of the dataset.
- We will ask users of the data to agree to an end user licence.
- We require users of the data to acknowledge and cite sources when re-using data.

Your responsibilities:

- You provide assurances that you are entitled to deposit the data resource in the EIDC and that the agreement of all parties who may have an interest in the resource has been obtained.
- You confirm that the resource is not already available elsewhere.
- You agree to supply sufficient supporting information (metadata) to enable discovery, management and reuse of the data.
- You ensure that in the case of research data with human subjects that consents collected are ethically and legally appropriate and sufficient to allow deposit of the resource.
- You agree to notify the EIDC promptly of any copyright, confidentiality, privacy, data protection, defamation or similar issues pertaining to the data.
- You guarantee that nothing in the resource or supporting information contravenes the Data Protection Act 1998 or any other EU/UK law e.g. Wildlife and Countryside Act 1981.
- You agree to notify the EIDC if it is subsequently found that the data resource is no longer fit for purpose (e.g. errors are found in the dataset).

Deposit reference:	EIDCHELP-
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Depositor:	Name	
	Contact details	
For the EIDC:	Name	
	Contact details	

Document History

The most recently dated version of this document supersedes all earlier versions

Version	Date	Comment

ONE: Data identification and citation

Please note: It is important that these details are correct.
Once the resource is published and a DOI has been issued, they cannot be changed.

Title of data resource	
Data category <i>(applies only to NERC funded data)</i>	Environmental data / Information product <i>(delete as applicable)</i>

Author(s) <i>(add more lines as necessary)</i>			
Name	Affiliation	Email address	ORCID id

Discovery metadata identifier	
Related data holdings	

TWO: Policies and legislation

	✓				
Data Protection Act 1998 <i>(Data and content level metadata should not contain identifiable names and addresses. This does not apply to discovery metadata contact information.)</i>	✓				
<u>NERC Data Policy</u>					
<u>INSPIRE</u>	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Annex:</td> <td>(I, II or III)</td> </tr> <tr> <td>Theme:</td> <td>(Enter one theme only)</td> </tr> </table>	Annex:	(I, II or III)	Theme:	(Enter one theme only)
Annex:	(I, II or III)				
Theme:	(Enter one theme only)				
Other <i>(please specify):</i>					

THREE: The data

Name(s) of file(s) being provided <i>The filenames should not include any spaces or special characters.</i>	
Format of file(s)	
Uncompressed size of file(s)	
Agreed transfer method for data and supporting documents <i>(delete as applicable)</i>	Email to eidc@ceh.ac.uk Other (please specify and ensure an email is sent to eidc@ceh.ac.uk to notify EIDC that the data has been sent)
Minimum retention period	Data that has been given a DOI will be kept indefinitely. Otherwise the minimum period for which the EIDC guarantees to curate data is 10 years, after which it will be periodically reviewed and possibly discarded. Please note here any exceptions to this e.g. where data must be kept for longer

FOUR: Supporting documentation

Please provide the title and file extension of document(s) you will provide to aid with interpretation of the data (see <http://eidc.ceh.ac.uk/support/supportingDocumentation>).

Document(s) <i>(delete/add more lines if necessary)</i>		
	File name <i>should not include spaces or any non-standard characters (e.g. *@^£\$)</i>	Content included
1rtf	<i>delete as applicable</i> <ul style="list-style-type: none"> • Experimental design/Sampling regime • Collection methods • Fieldwork and laboratory instrumentation • Calibration steps and values • Analytical methods • Nature and Units of recorded values • Quality control • Details of data structure • Any other information useful to the interpretation of the data
2rtf	<i>delete as applicable</i> <ul style="list-style-type: none"> • Experimental design/Sampling regime • Collection methods • Fieldwork and laboratory instrumentation • Calibration steps and values • Analytical methods • Nature and Units of recorded values • Quality control • Details of data structure • Any other information useful to the interpretation of the data

FIVE: Availability and access

Unless otherwise agreed, data and associated metadata will be published and made publicly accessible within a reasonable period after the resource has been received by the EIDC.

Depositors may request that access to the data be restricted for an agreed period (embargoed). A key reason for such an embargo period is to protect the research process by allowing researchers a reasonable amount of time to publish their findings. NERC considers that, in most cases, a reasonable embargo period is a maximum of two years *from the end of data collection*.

If the EIDC receives a request for access to data during the embargo period, it is treated as a request under the Environmental Information regulations (EIR) and follows the designated NERC procedure for such requests.

Availability of data resource <i>(delete as applicable)</i>	Make available ASAP Make available, following agreed embargo period, on
Availability of supporting documentation <i>(delete as applicable)</i>	Make available ASAP Make available, following agreed embargo period, on
Web Map Service <i>(delete as applicable)</i>	Required / Not required
Details of online access to dataset	
Other services required	

SIX: Licensing, and IPR

The EIDC recommends that the depositor seeks guidance from their own institution and/or funding agency as to the appropriate licence.

End user license <i>(delete as applicable)</i>	Open Government Licence (with copyright NERC CEH) Open Government Licence (<i>without</i> copyright NERC CEH) other (please specify)
Additional use constraints <i>Document here any specific text required in the metadata 'Use constraints' section (e.g. acknowledgements).</i>	

SEVEN: Miscellaneous

Publicity material	Depositor will provide an image to accompany the dataset so that it may be used to advertise dataset availability on social media: Yes / No <i>(delete as applicable)</i>
Other useful information	