



A U S S D A

AUSTRIAN
SOCIAL SCIENCE
DATA ARCHIVE

ACCESS POLICY

Open access and restricted access procedures in the
AUSSDA repository. V2.

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Purpose of this document

The AUSSDA access policy describes how users can gain access and download data in the AUSSDA repository – the [AUSSDA Dataverse](#)¹. The different access options meet the various needs of the data depositors and consider the condition of the datasets with regard to data protection requirements (e.g., sensitive information), format and specific respondent groups in surveys among others.

We have implemented access options that meet definitions and demand for open access requirements of research data. In addition, a range of restricted access conditions makes it possible to share scientific use files adhering to the FAIR principles².

Open access data can be downloaded immediately and similarly fast access is also possible with some access options in restricted data. The AUSSDA Dataverse shows the available access condition for a dataset in the descriptions of the dataset under “Terms” (see Figure 1). This document explains the different access options of datasets.



Figure 1: Placement of the „Terms” of a dataset in the AUSSDA Dataverse

Metadata

Metadata describe available data resources of an archive to facilitate search and cataloguing of data. It offers a systematic overview of the data resources. Open and unrestricted access to metadata is essential for effective data use and reuse. To this end, metadata in the AUSSDA Dataverse are always published under the public domain dedication ([CC0 1.0 Universal](#)³) and may thus be freely and openly accessed and used by all.

Open Access (OA): free and unrestricted data

When to use this option: Open access data is published under a Creative Commons Attribution 4.0 International licence ([CC BY 4.0](#)⁴). This is a suitable access option to reach the broadest audience and allow wide reuse. The CC BY licence allows to make research data and/or documentation material available to interested users and is widely recognized as a means to make a work truly open access.

¹ <https://data.aussda.at/>

² FAIR = Findable, Accessible, Interoperable, Reusable

³ <https://creativecommons.org/publicdomain/zero/1.0/deed.de>

⁴ <https://creativecommons.org/licenses/by/4.0/>

The open access option is compliant with the University of Vienna Open Access Policy (<https://openaccess.univie.ac.at/ueber-open-access/oa-policy-der-uni-wien/>)⁵, the research data management (RDM) policy of the University of Vienna (<https://rdm.univie.ac.at/rdm-policy-and-faq/>) and the “Berliner Erklärung über offenen Zugang zu wissenschaftlichem Wissen” (<https://openaccess.mpg.de/Berliner-Erklaerung>).

Available access procedure: Every visitor of the website can view information and click the download button. This triggers a pop-up window that shows the Terms of Use (incl. the licence agreement). When the user clicks “Accept”, the data file is downloaded. A user must accept AUSSDA’s Terms of Use as illustrated in Figure 2 before being able to download a file.

Example in the AUSSDA repository:

Kittel, Bernhard; Kritzinger, Sylvia; Boomgaarden, Hajo; Prainsack, Barbara; Eberl, Jakob-Moritz; Kalleitner, Fabian; Lebernegg, Noëlle S.; Partheymüller, Julia; Plescia, Carolina; Schiestl, David W.; Schlogl, Lukas, 2020, "Austrian Corona Panel Project (OA edition)", <https://doi.org/10.11587/P5YJ00>, AUSSDA.

Click the following link to see this option:

<https://doi.org/10.11587/P5YJ00>

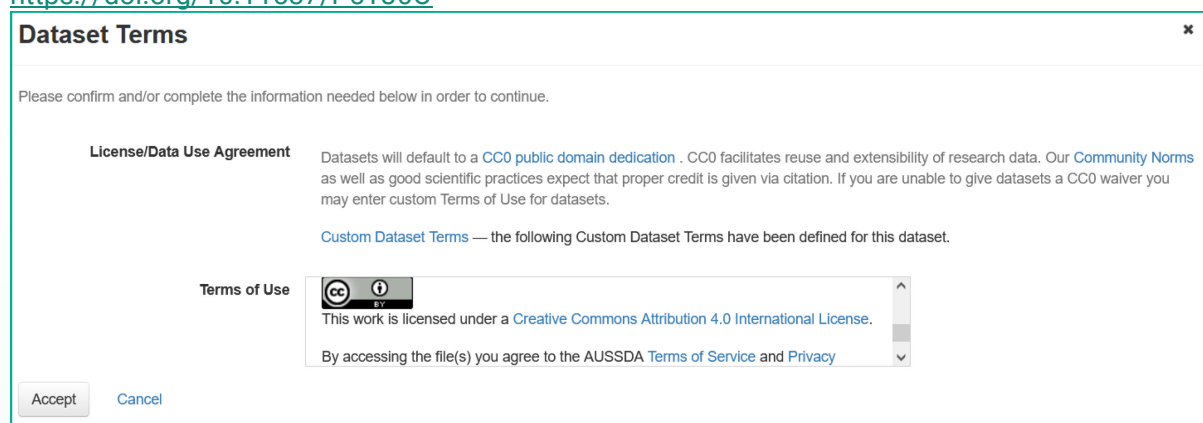


Figure 2: Users requesting a file must accept AUSSDA’s Terms of Use (for open access data files usually the CC BY licence) as well as the [Terms of Service](#)⁶ and the [Privacy Policy](#)⁷ to access a file. The figure shows the screenshot of a pop-up window after a user clicks the download button of any file.

Restricted access: data for scientific use only

When to use this option: Restricted access to files for scientific use is published under the AUSSDA scientific use licence. This is the option when open access is not possible due to legal requirements or different needs by the community.

Available access procedures: Access to scientific use files (SUF) is implemented as restricted access. Users have to accept the Terms of Use and Terms of Access in the AUSSDA Dataverse before being able to download data. There are two variations that differ with respect to how quickly data is made available. Data is either available immediately after user authentication or staff needs to grant access.

⁵ “The concept of Open Access (OA) stands for unrestricted access to scientific information on the internet at no cost. This includes scholarly publications as well as research data.” (University of Vienna, <https://openaccess.univie.ac.at/en/about-open-access/>)

⁶ <https://aussda.at/en/terms-of-service/>

⁷ <https://aussda.at/en/privacy-policy>

(1) *Restricted account-based access* allows immediate access to data after user authentication. This is possible because the decision to grant or deny access is automated through the settings in the AUSSDA Dataverse. Users must be able to login, for example with their institutional account from the university. Users who have not signed up or are not logged in the AUSSDA Dataverse are not able to download any restricted files.

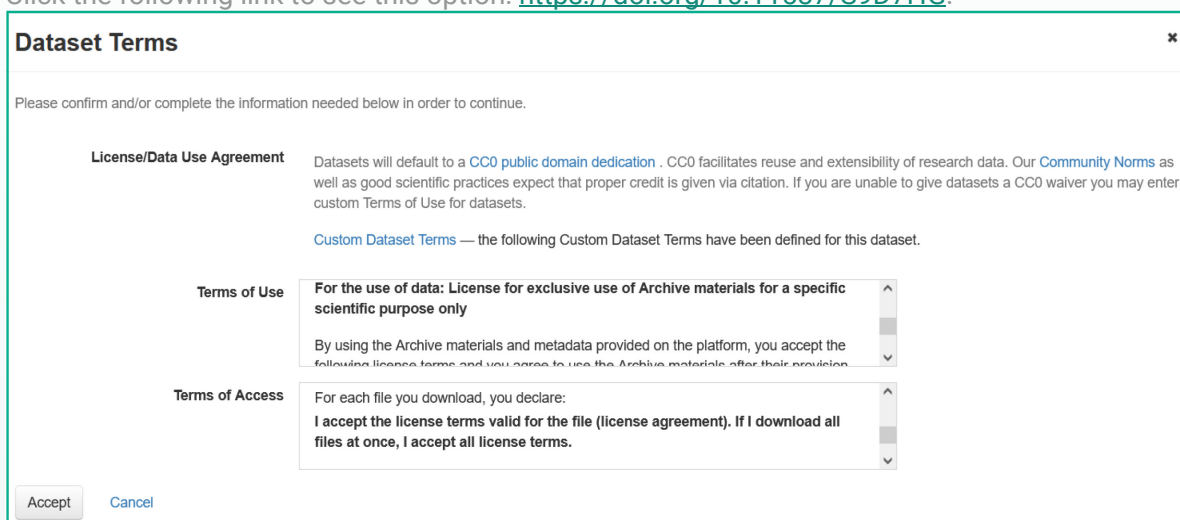
(2) *Restricted controlled access* involves staff to grant access. The short delay in data access is a result of the time required to communicate with the user and get additional information for the decision to grant or decline access. In this access option, returning a filled and signed form by the applicant is required to verify the scientific purpose of the data access request.

Access procedure for (1) restricted account-based access: This option is available for depositors who want to grant immediate access under the condition that a user accepts the Terms of Use and Terms of Access in the AUSSDA Dataverse. The condition of the data files must also allow for this option with regard to anonymisation and the sensitivity of the data and the data subjects. This option is fully automated in the AUSSDA Dataverse and does not require AUSSDA staff to be involved.

The access procedure is similar to the open access procedure with the difference being that only logged in users⁸ are able to download the data. Every visitor of the AUSSDA Dataverse who is not logged in can view information about the data and sees a “Request Access” button. Clicking this button informs the user that they need to log in to proceed. Logged in users will see a download button. The files can be downloaded by clicking the button. This triggers a pop-up window (see Figure 3) that shows the Terms of Use and Terms of Access. When the user accepts, the data file is downloaded.

Example in the AUSSDA repository: Hadler, Markus; Höllinger, Franz; Eder, Anja; Aschauer, Wolfgang; Bacher, Johann; Prandner, Dimitri, 2022, "Social Survey Austria 2021 (SUF edition)", <https://doi.org/10.11587/S9D7HG>, AUSSDA.

Click the following link to see this option: <https://doi.org/10.11587/S9D7HG>.



Dataset Terms ✕

Please confirm and/or complete the information needed below in order to continue.

License/Data Use Agreement Datasets will default to a [CC0 public domain dedication](#). CC0 facilitates reuse and extensibility of research data. Our [Community Norms](#) as well as good scientific practices expect that proper credit is given via citation. If you are unable to give datasets a CC0 waiver you may enter custom Terms of Use for datasets.

[Custom Dataset Terms](#) — the following Custom Dataset Terms have been defined for this dataset.

Terms of Use **For the use of data: License for exclusive use of Archive materials for a specific scientific purpose only**

By using the Archive materials and metadata provided on the platform, you accept the following license terms and you agree to use the Archive materials after their provision.

Terms of Access For each file you download, you declare:
I accept the license terms valid for the file (license agreement). If I download all files at once, I accept all license terms.

Figure 3: Users requesting a file must be logged in and accept the Terms of Use and Terms of Access, including the licence agreement. The figure shows the screenshot of a pop-up window after a logged in user clicks the download button.

⁸ Users can log in with their institution’s login if the institution supports the Shibboleth technology. Alternatively, users can sign up by creating a new account.

Access procedure for (2) restricted controlled access: Every visitor of the AUSSDA Dataverse can view the metadata of a dataset. To request access, a user must be logged in. Users can request access to a file by clicking a button labeled “Request Access” (see Figure 4). A pop-up window opens and users need to accept the Terms of Access (see Figure 5). The button then changes its appearance to indicate that it has been clicked (see Figure 6). This notifies the AUSSDA staff to take action. A staff member will contact the user and ask for additional information to make a decision about granting or declining access. Required information includes the specific scientific purpose as well as other information used to establish the users’ credibility and intended use of the data. For this access option, access to data require a signed licence agreement. If the request meets the Terms of Use, access to the requested file is granted. The file is then showing a “Download” button instead of the “Request Access” button (see Figure 7). Users can download the file by clicking the button. This triggers a pop-up window that shows the Terms of Use and Terms of Access (see Figure 3). When the user accepts, the data file is downloaded.

Example in the AUSSDA repository: Statistics Austria, 2022, "Microcensus Labour Force Survey / Housing Survey 2022 (SUF edition)", <https://doi.org/10.11587/XSWWSL>, AUSSDA.

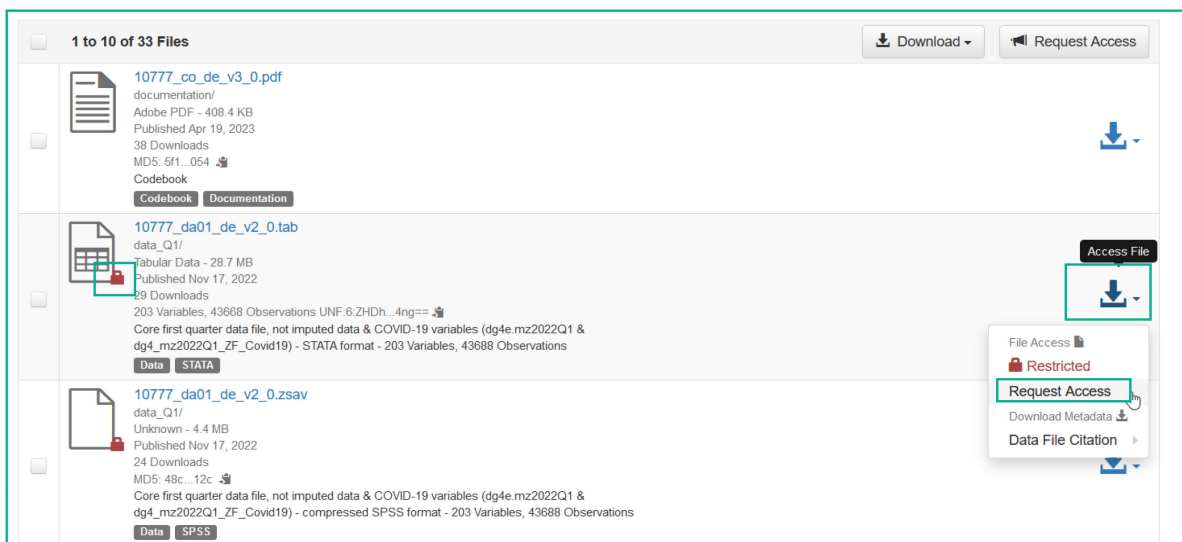


Figure 4: After logging in, the data file is still not accessible, the lock besides the data symbol is red. Selecting the download button gives the option „Request Access“.

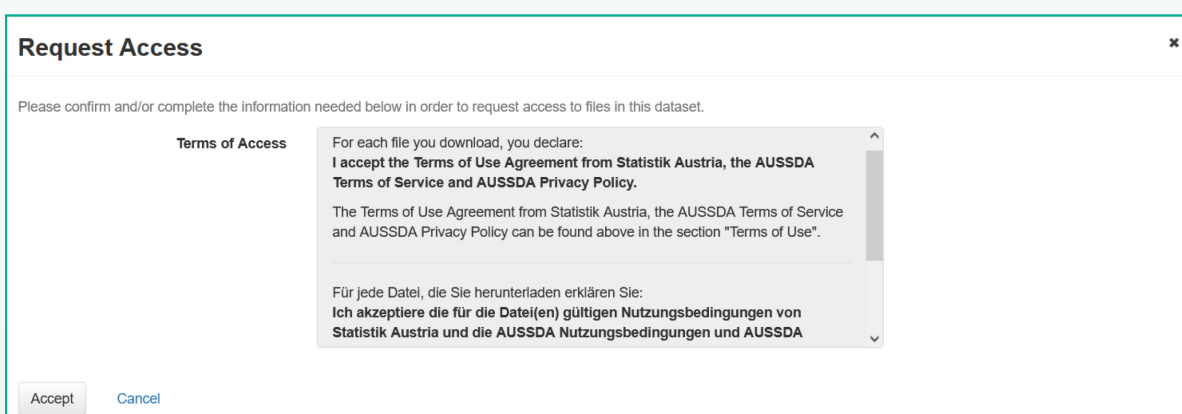


Figure 5: Users need to accept the Terms of Access to request access to restricted files.

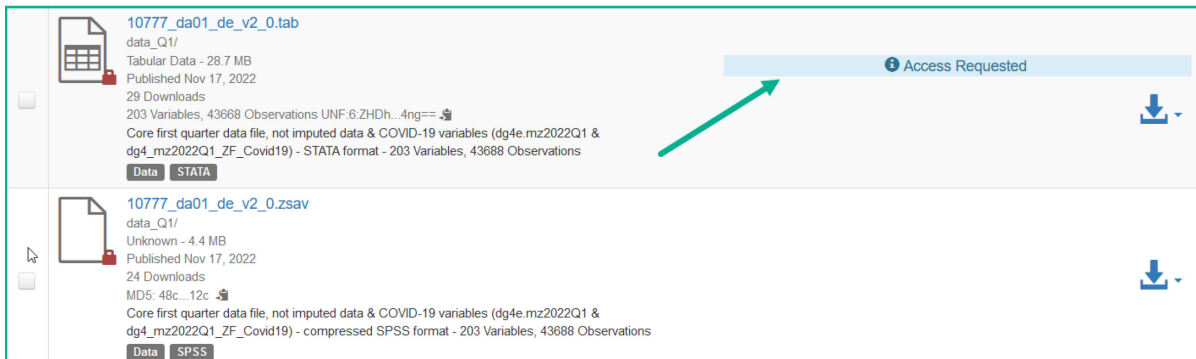


Figure 6: Users requesting a file must be logged in to request access. The figure shows the screenshot after the “Request Access” button has been clicked and AUSSDA staff has not yet granted access.

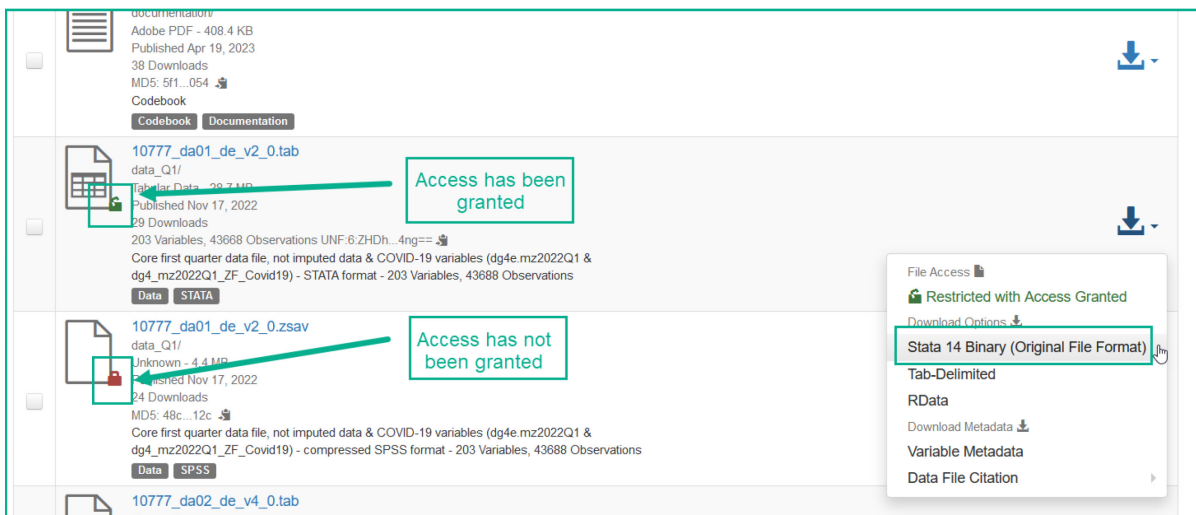


Figure 7: After AUSSDA staff has granted access to the data, the button indicates that the dataset is available for download. The figure shows the screenshot after access has been granted.

Data available at AUSSDA but not (yet) ready to download from the AUSSDA Dataverse:

Some data is currently not available for online download. In this case, the data is made available via secure file transfer (filesender hosted by the Vienna University Computer Center). This option is currently available for data that is available at AUSSDA but not yet published in the AUSSDA Dataverse. In general, users will find according information in the “Notes” field of a dataset in the AUSSDA Dataverse.

For example, users that need access to Microcensus data older than 2003 have the possibility to indicate this in the access form. Since the data cannot be downloaded from the AUSSDA Dataverse, AUSSDA staff disseminates the data by using the secure filesender.

Additional variables: Some data publications do not include all information that has been archived with AUSSDA to reduce disclosure risk. For some datasets it is possible to request additional variables that are not stored in the scientific use files accessible on the AUSSDA Dataverse. These variables are provided via secure file transfer when users request access after having signed the associated access form.