

Basic Policy on Management, Disclosure, Sharing, and Use of Research Data
(RIKEN Data Policy)

March 25, 2020

RIKEN

National Research and Development Institute

I. Purpose

1. RIKEN, National Research and Development Institute (hereinafter the "Institute"), sets forth the basic policy on the handling of research data with the aim of pioneering in a broad range of research fields in response to the needs of the nation and the times, maximizing R&D results by promoting the use of research data, while at the same time recognizing the innovative ideas and work of its researchers, and thereby contributing to society.
2. The research data held by the Institute is not only what counts most for its researchers but the knowledge created at the Institute, which is run on public funds. The data therefore shall be regarded as common property of the people of Japan. Embracing the philosophy that the data should, in principle, be disclosed to the public ultimately for the interest of the nation, the Institute shall contribute to the development of science and technology in Japan and the world. There are, however, types of research data that call for special consideration, such as data requiring confidentiality in terms of personal privacy and those with limited disclosure due to agreement constraints. They are considered outside the scope of disclosure in this policy.

II. Definition of Terms

In the basic policy,

1. "Research data" means all kinds of data acquired or generated in the course of research undertaken at the Institute.
2. "Metadata" means the data provided to research data to manage or describe it in detail.
3. "Useful data" means the research data (including metadata; the same applies hereinafter) that shall be disclosed along with publication of research papers and other academic documents or the research data that the Institute has determined will contribute to the development of science and technology.

4. “Publicly disclosed data” means the useful data disclosed publicly without restrictions on recipients.
5. “Data with restricted internal/external access” means the useful data that the Institute shares either with a limited number of external recipients or with external recipients during a limited time frame.
6. “Data with restricted internal access” means the useful data for internal use that is accessible either by a limited number of staff of the Institute or during a limited time frame.

III. Managing Useful Data in Repository

1. The useful data shall be managed properly. For this purpose, the Institute shall provide metadata and data access rights to it where appropriate and manage its repository with security settings that prevent its research data from being falsified, lost, or illegally acquired.
2. The Institute shall, in principle, classify useful data into publicly disclosed data, data with restricted external access, and data with restricted internal access, and manage useful data by registering it in the repository based on the classification. As for data with restricted internal/external access and data with restricted internal access, the scope and period of access shall be determined.
3. The Institute shall also determine the criteria, formats and procedures of registering the classified data in the repository in compliance with the terms and conditions of relevant research agreements, the Institute’s regulations, and the guidelines separately set forth by the Institute’s centers.
4. The Institute shall endeavor to ensure the reliability, accuracy, and integrity of the useful data to be registered in the repository.
5. The Institute may discontinue to disclose or share, in whole or part, the useful data publicly disclosed or shared by presenting the history.

IV. Providing Metadata

1. The Institute shall provide metadata to the research data to be registered in the repository to the extent required to enhance its data usability, while ensuring the validity of the data considering its scientific viewpoints as well as the process of how it was acquired or generated.
2. The Institute shall endeavor to describe metadata using the identification of data and other details and to disclose or share the metadata in accordance with internationally recognized technical standards and specifications.

V. Storage Period of Useful Data

The useful data to be registered in the repository shall be kept for 10 years or longer, in principle, regardless of whether relevant research projects may be continued or terminated during the term.

VI. Disclosing and Sharing Useful Data

1. The Institute shall strive to continue its efforts to disclose and share useful data as well as to develop an environment that enables more research data to be disclosed and shared.
2. The Institute shall use its own repository to disclose and share useful data as well as to use existing public repositories.
3. The Institute shall respect, recognize, and reward the researchers who publicly disclose useful data, while ensuring that they are protected from suffering detrimental treatment.

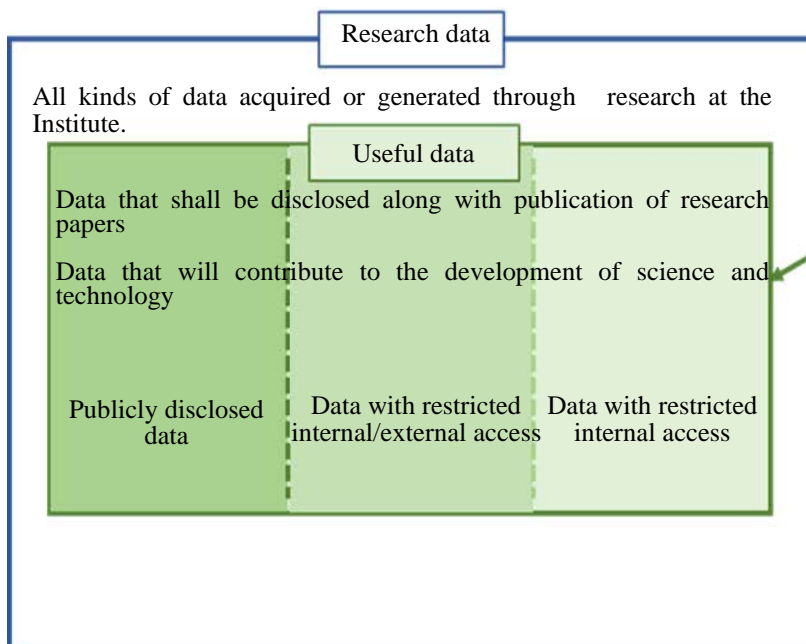
VII. Licensing Use of Publicly Disclosed Data

The Institute shall specify in advance the scope of and requirements for licensing, in whole or part, the secondary distribution or use of publicly disclosed data.

VIII. Disclaimer

While the Institute shall endeavor to ensure the quality of useful data, the Institute assumes no liability for any damage arising out of the use of publicly disclosed data or data with limited external access.

(Reference)



- Register useful data in the repository as a rule
- Also register the scope and period of disclosure to the public
- Give access rights to useful data
- Provide metadata where necessary
- Store useful data for 10 years or longer
- Specify the requirements for licensing secondary use