Restricted Access

Although the majority of datasets in 4TU.ResearchData are publicly accessible, there may be reasons to restrict the access to the data, e.g. in case the data contains personal information, involves health and safety risks or it is part of data agreements with commercial parties.

However, where data can be shared upon request by other trusted researchers you can apply 'Restricted access' on the data files in 4TU.ResearchData and make the metadata publicly available.

Please be aware that sensitive personal data or special categories of personal data cannot be deposited in 4TU.ResearchData. Please check the General Data Protection Regulation (GDPR) for more information on the processing of special categories of personal data.

If you are not sure whether your data should be published with restricted access, please get in touch or seek advice from your institution's Data Steward or RDM Support.

How to publish a restricted dataset?
For publishing data with restricted use, the same upload process applies as for any other dataset, but the following should be noted:

1) Select the option 'Restricted access' under 'Licence & Access':

State in the field "Reason" why the files are under restricted access. The *Reason* will be displayed on the dataset's public landing page once published.

Please create an End-User Licence Agreement (EULA) when sharing confidential data with specific individuals, for specific purposes and under specific terms. 4TU.ResearchData has made a template available [here](#).

Please add the EULA as part of your data files, and copy/paste the text in the appropriate box so that end users can read the terms before requesting access.

The EULA is basically a legal contract between an end user and the owner, or licensor, of the dataset highlighting what they can and cannot do with the dataset. We recommend that you have the EULA reviewed by a legal expert from your institution before making it final.
Please note that 4TU.ResearchData is NOT responsible for granting access to restricted use datasets, nor for the terms of use stated in the EULA.

2) The licence 'Restrictive licence' will automatically be applied to indicate that the data files contain personal or other confidential information and restrictive conditions for re-use apply.

3) Please include any relevant formal documents, e.g. unsigned informed consent forms, as part of your dataset submission.

How to access a restricted dataset?

A metadata record describing the restricted dataset is made publicly available in 4TU.ResearchData, but the actual data (files) are only made available to users upon application.

Whether a dataset is restricted is indicated in the DATA section at the bottom of the public landing page:

When a user clicks the button 'Request access to data', a request form opens in which you can indicate the reason why you need access to the files:

The user's email address will be prefilled as only logged in users can request access.

In some cases the user/applicant may be asked to agree to an End-User Licence Agreement (EULA) which must be sent separately by the author.

If access to the data is granted, the applicant will receive a private URL from the author/contact person.