

# EUDAT CDI B2SHARE

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## Service Description

### About

B2SHARE provides a repository for storing and publishing research data sets.

**Modified:** 19 June 2018

### What is B2SHARE?

B2SHARE is the EUDAT user-friendly, reliable and trustworthy service for researchers, scientific communities and citizen scientists to store and publish research data from diverse contexts.

### A winning solution to:

- **Store:** facilitates research data storage
- **Preserve:** guarantees long-term persistence of data
- **Publish:** allows data, results or ideas to be published

**B2SHARE features** (see figure 1 below):

- integrated with the **EUDAT collaborative data infrastructure**
- **free upload and registration of stable research data**
- data assigned a **persistent identifier**, which can be retraced to the data owner

- data **owner defines access** policy
- **community-specific metadata** extensions and user interfaces
- **openly accessible and harvestable** metadata
- **Representational State Transfer Application Programming Interface** (REST API) for integration with community sites
- data **integrity ensured by checksum** during data ingest
- **professionally managed storage** service – no need to worry about hardware provisioning
- **EUDAT user support**
- **monitoring** of availability and use
- integrated **license selector** tool
- based on **established Invenio** software

Figure 1: B2SHARE at a glance

### Who benefits from B2SHARE?

B2SHARE is optimized for **researchers** who:

- do not have adequate facilities for storing research data with metadata,
- cannot guarantee long-term persistence of their locally-stored data, and
- do not have adequate facilities to easily share data, results or ideas with colleagues worldwide.

The success of this service is based on mutual trust, in that the depositors must be able to rely on the professional management of their data by the service provider, and the service provider rely on the users depositing data with appropriate content.

### Who can use it?

B2SHARE is open to all researchers and scientists who are affiliated to research institutions, universities as well as to individual researchers (citizen scientists). Researchers who want to deposit research data must register.

### How can I use it?

The [user documentation](#) and the FAQ describe how to use the B2SHARE service. Educational material (such as screencasts) and a service helpdesk are available. Community managers who want to get more details about this service, please contact [EUDAT support](#).

### What about Costs and Trust?

The B2SHARE service is free of charge for European scientists and researchers. The service is professionally managed and data is safely preserved via a backup service, and a disaster recovery plan is available.

The B2SHARE service will be advanced on top of the existing features:

- the basic B2SHARE service will be provided by multiple service providers,
- communities can request a premium service,
- larger storage capacity for the premium service,
- service provisioning based on SLAs,
- users can select their service provider of choice and trust,
- sharing data with user groups (extended restricted access),
- social tagging.

### B2SHARE in the EUDAT Service Suite

B2SHARE is integrated with EUDAT [B2ACCESS](#), which enables user authorisation with various IDs and fine-grained authorisation to services. B2SHARE metadata are published through the OAI-PMH standard interface, and are harvested and made available from the [B2FIND](#) service. Every artifact deposited in B2SHARE is automatically assigned a PID, which is managed through the EUDAT [B2HANDLE](#) service. Finally, digital objects that have been developed collaboratively on [B2DROP](#) can be [deposited with ease](#) on B2SHARE when they are mature enough for permanent storage. These relationships are depicted in Figure 2 below.

Figure 2: B2SHARE in the EUDAT Services suite

### Support

Please visit our training site on GitHub for [B2SHARE](#) and other hands-on training material.

Our [B2SHARE presentations](#) offer training material for the service.

Support for B2SHARE is available via the EUDAT ticketing system through the [webform](#).

If you have comments on this page, please submit them through the [EUDAT ticketing system](#).

## Service Level Agreement

CSC – IT Center for Science
Service Level Agreement
for CSC EUDAT B2SHARE service

Service Level Agreement

## 1. General

This document is an service level agreement (SLA) to cover the provision and support of the B2SHARE SERVICE.

This agreement is made between:

CSC – IT Center for Science, Keilaranta 14, Espoo, Finland

and

[Customer name], [address – city –country]

represented by [Customer representative].

This SLA is valid from

2018-01-01 to 2019-01-01.

The purpose of this SLA is to agree quality and reliability requirements and targets of a B2SHARE SERVICE. In addition, this document defines processes, roles, and contact addresses that are used to ensure that required service level can be maintained.

CSC – IT Center for Science (CSC) is part of community providing services under EUDAT brand. CSC does not provide all the service components and supporting services by itself. Some of the supporting service and service components are provided by other EUDAT Service Providers listed in *Annex A*.

## 2. Scope & description of the service

B2SHARE is a user-friendly, reliable and trustworthy way for researchers, scientific communities and citizen scientists to store and publish small-scale research data from diverse contexts. B2SHARE is a solution that facilitates research data storage, guarantees long-term persistence of data and allows data, results or ideas to be shared worldwide.

To protect customer data, data and metadata stored into CSC B2SHARE service will be replicated daily to secondary system or backed up into CSC Backup service.

**B2SHARE features**

- self-service registration for any scientists and researchers,
- free upload and registration of stable research data,
- data access policy is defined by the data owner,
- metadata is openly accessible and harvestable,
- customized metadata handling and customized user interfaces (e.g. for metadata acquisition),
- data integrity is ensured by checksums which are calculated during data ingest,
- the data is kept online, the storage usage base on the principle of fair share.

### 3. Service hours and exceptions

The service is available on a 24x7 basis excluding time required for service maintenance and incident management. Service Desk hours are as follows:

08:30-16:00 EET, normal working days.

Normal working days are from Monday to Friday excluding following generic holidays

- New Year's Day (1.1)
- Epiphany (6.1)
- Good Friday (Friday, variable date)
- Easter Day (Sunday, variable date)
- Easter Monday (Monday, variable date)
- Labour Day (1.5)
- Ascension Day (Thursday, variable date)
- Whitsunday (Sunday, variable date)
- Midsummer Eve (variable date)
- Midsummer Day (variable date)
- All Saint's Day (Saturday, variable date)
- Independence Day (6.12)
- Christmas Eve (24.12)
- Christmas Day (25.12)
- St. Stephen's Day (26.12)

The following exceptions apply:

If not stated elsewhere, CSC EUDAT B2SHARE service has a regular maintenance window every first Tuesday of the month 13:00-15:00. Regular maintenance windows are not advertised in advance.

In addition to regular maintenance break, as a part of incident management process, there may be additional maintenance breaks. Announcement about these breaks will be given at least **7 calendar days** before the maintenance break. These service breaks are considered as **planned** and they do not affect the Service Reliability (See section 5).

Service breaks advertised in short time (less than **7 calendar days** before the maintenance) are considered as **emergency** service breaks. Unplanned service break due to emergency maintenance is only done as a part of critical incident management process. Unplanned service breaks are taken into account on Service Reliability.

During maintenance windows, Service Availability and/or service response will be reduced.

### 4. Support

The services covered by the scope of this SLA are provided with the following level of support.

B2SHARE	Time
Service Desk Response Time	4 hours
Service Desk Resolution time	4 days

Service Desk Response Time is the Target time for a Service Desk to respond to a service request. Service Desk Resolution time describes the maximum time for a Service Desk to fulfil the standard service request. In most of the cases Service Desk Resolution time is considerably shorter than the Service Desk Resolution time given above. Non-standard service requests include service requests of new customers and capacity requirements over 50 TB.

## 4.1. Incident handling

Disruptions to the agreed service operation will be handled according to an appropriate severity classification of the incident. In this context, following guidelines apply:

Severity Level	Description	Incident Response Time
Severity 3	<b>Total loss of a Service:</b> <ul style="list-style-type: none"><li>Service has not been available longer than 30 minutes.</li><li>During the last full day, Service Reliability is below 83%</li></ul>	<b>4 hours during normal working time</b>
Severity 2	<b>Service is degraded:</b> <ul style="list-style-type: none"><li>During the 4-hour measurement interval, there has been at least four time periods when the service has not been available</li><li>Service has not been available during a measuring period of 30 minutes</li><li>During the last full day, Service Reliability is below 93%</li></ul>	<b>1 working day</b>
Severity 1	<b>Minor incident / warning:</b> <ul style="list-style-type: none"><li>Normal or near normal user experience (<i>i.e.</i> no impact to Service Reliability or to Service Availability)</li><li>Resilience of the service degraded due to failing Service Component.</li><li>Minor Service Component of the service not working temporarily.</li><li>Data integrity mismatch in one of the data copies</li><li>During the last full day, Service Reliability is below 98%</li></ul>	<b>4 working days</b>

Security incident resolution coordination is to be lead by CSC security officer. Security incident is defined such that there has been an event indicating possible unauthorized access to data, applications, services, networks and/or devices by bypassing their underlying security mechanisms. Alternatively, known vulnerability and tools to utilize the vulnerability exist.

CSC helpdesk agents acknowledge the reception of the information about the incident, notify the severity level and provide, if possible, a first and not committed estimate of the time required to restore normal operational status. If an incident cannot be solved within the mentioned timeframe, *i. e.* Incident Resolution time, a statement explaining the reasons is issued. This statement will contain a plan how the incident will be solved during the following working days.

## 5. Service level targets

The following are the agreed service level minimums for the B2SHARE Service:

Service Level target	(%)
Service Reliability	<b>98%</b>

Service Reliability is measured using EUDAT monitoring system. EUDAT monitoring system checks that the B2SHARE service responds correctly and that a test file can be accessed. Availability checks are done in 5 minute intervals. Service Reliability is measured in daily (24 hours) level.

## 6. Limitations & constraints

The provisioning of the service under the agreed service level targets is subject to the following limitations and constraints:

Support is provided in the following languages: English, Finnish

Force Majeure. A party shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of war, strikes or labour disputes, logistical problems caused by natural disasters, embargoes, government orders or any other force majeure event.

## 7. Communication, SLA violation & escalation

### 7.1. General communication

The following contacts will be generally used for communications related to the service in the scope of this SLA:

- CSC Service Desk contact address
- EUDAT service monitoring service
- CSC contact for security issues
- CSC contact for escalations
- Customer contact for the service provider
- Customer contact for security issues

Contacts are defined in *Annex B. Contact information*.

### 7.2. SLA violations

CSC commits to inform the CUSTOMER, if this SLA is violated or violation is anticipated. The message contain detailed information about what parts of the SLA were violated, when this violation occurred, and what kind of effects this have had to User experience. The message will also contain initial plan what will be done to ensure that SLA violations will not happen again.

The following rules are agreed for communication in the event of SLA violation:

Customer contact for the service provider will be contacted by CSC by e-mail.

### 7.3 Escalation & complaints

CSC is committed to support high quality services. In case the incident has not been solved during the incident resolution time or there are other issues in the service prohibiting or disturbing normal usage incident escalation (or complaint) can be initiated by contacting CSC contact for escalations.

CSC contact for escalations is a person responsible of CSC's EUDAT service production. If needed, he/she will work in collaboration with other EUDAT Service Providers involved in B2SHARE service production. CSC contact for escalation contacts the customer directly, makes an analysis of the situation, makes a plan and schedule how the issue will be solved, and informs Customer about status of the escalation process. CSC contact for escalations will also keep *EUDAT operations coordinator* informed.

## 8. Information security & data protection

### 8.1. Information security

The following rules for information security and data protection apply:

- EUDAT Security Guidelines
- SCI Security Framework, (<https://wise-community.org/sci/>)
- EU Regulation on Protection of Personal Data

### 8.2. Personal Data

The parties recognize European General Data Protection Directive on protection personal data in their roles of Data Processor and Data

Controller, and:

- respect the rights of data subjects based on the responsibilities of the parties in such extent as personal data is in the Service
- will protect the personal data according to best practices on of information security
- will notify the other party and the supervising authority in case of a data breach
- will not export the personal data to third countries without user consent

### 8.3. Submitted data property

Data preservation by the EUDAT does not include or imply any transfer of ownership or immaterial property rights, unless otherwise agreed upon in writing.

The Customer is responsible for ascertaining that he is authorized to transfer the data, documents, or other content to EUDAT. This means the Customer has to secure the relevant permission from third parties, for example, from data producers, authors, and right holders.

## 9. Additional responsibilities CSC

The CSC ensures:

- that its actions, policies and procedures are compliant with local, national law, and EU regulations and rules;
- that agreed processes for incident response are documented and acted upon.

## 10. Customer responsibilities

The CUSTOMER has to:

- inform without delay CSC security officer about security incidents.

## 11. Training and Documentation

### 11.1 Documentation

The following documentation of B2SHARE service is available :

Document	URL
User documentation	<a href="https://www.eudat.eu/services/userdoc/b2share">https://www.eudat.eu/services/userdoc/b2share</a>

### 11.2 Training

EUDAT provide some hands-on material in order to support the customer in the B2SHARE service deployment and integration.

<https://www.eudat.eu/b2share-training-suite>

## 12. Glossary of terms

For the purpose of this SLA, the following terms and definitions apply:

See *Annex C: Glossary*

## 13. Document control

Document ID	[Unique document identifier]
Document title	Service Level Agreement for CSC EUDAT B2SHARE service
Definitive storage location	
Document owner	[Name of the person primarily responsible for maintaining and reviewing this document]
Version	0.97
Last date of change	2018-05-17
Next review due date	2019-01-31
Version & change tracking	

## Annex A. EUDAT Service Providers

EUDAT services are provided by EUDAT Service Providers listed below:



- CSC-TIETEEN TIETOTEKNIKAN KESKUS OY (CSC)
- BARCELONA SUPERCOMPUTING CENTER - CENTRO NACIONAL DE SUPERCOMPUTACION (BSC)
- CONSORZIO INTERUNIVERSITARIO CINECA (CINECA)
- CINES (CINES)
- THE UNIVERSITY OF EDINBURGH (UEDIN)
- FORSCHUNGSZENTRUM JULICH GMBH (JUELICH)
- INSTYTUT CHEMII BIOORGANICZNEJ POLSKIEJ AKADEMII NAUK (PSNC)
- SURFSARA BV (SURFsara)
- UNINETT SIGMA AS (SIGMA)
- SCIENCE AND TECHNOLOGY FACILITIES COUNCIL (STFC)
- GREEK RESEARCH AND TECHNOLOGY NETWORK S.A. (GRNET)
- KARLSRUHER INSTITUT FÜR TECHNOLOGIE (KIT)
- MAX PLANCK COMPUTING AND DATA FACILITY (MPCDF)

These EUDAT Service Providers are contractually through Operational Level Agreements committed to provide high quality services for EUDAT and for CUSTOMERS.

The number of service providers may change. However, new service providers will commit to same level of service as existing UDAT Service Providers.

## Annex B. Contact information

Following table defines contact addresses:

<b>CSC Service Desk contact address</b>	<i><a href="mailto:servicedesk@csc.fi">servicedesk@csc.fi</a></i>
<b>EUDAT service monitoring service</b>	<i><a href="http://avail.eudat.eu">http://avail.eudat.eu</a></i>
<b>CSC contact for security issues</b>	<i>CSC to provide</i>
<b>CSC contact for escalations</b>	<i>CSC to provide</i>
<b>Customer contact for the service provider</b>	<i>client to provide</i>
<b>Customer contact for security issues</b>	<i>client to provide</i>

## Annex C. Glossary

Term	Explanation
B2DROP	Brand of the EUDAT Cloud Storage service
B2FIND	Brand of the EUDAT Joint Metadata Service

B2SAFE	Brand of the EUDAT Safe Replication Service
B2SHARE	Brand of the EUDAT Simple Store Service
B2STAGE	Brand of the EUDAT Data Staging Service
CDI	EUDAT Collaborative Data Infrastructure
Customer	Organisation or part of an organisation that commissions EUDAT to receive one or more services, doing so on behalf of a number of users.
Data	Information received, preserved and communicated by EUDAT. They can include data and metadata.
Escalation	Change of responsibility for an event (such as an incident or problem) and / or activity to another individual or group  Note: This might be functional escalation (to someone with specific responsibility, competence or access to information / knowledge) or hierarchical escalation (to someone with a higher level of authority).
EUDAT Collaborative Data Infrastructure (CDI)	European e-infrastructure of integrated data services and resources to support research.
EUDAT Services Terms of Use	<i>EUDAT Services Terms of Use</i> document describes rules and policies that each user must follow when using EUDAT services. Link to document can be found from <a href="https://eudat.eu/">https://eudat.eu/</a> page.
EUDAT Service Provider	Service providers that are contractually committed through Operational Level Agreements to provide high quality IT services for EUDAT and for CUSTOMERs.
FitSM	Standard for lightweight service management in federated IT infrastructures
Incident	Unplanned disruption of operation in a service or Service Component, or degradation of service quality versus the expected or agreed service level or operational level according to service level agreements (SLAs), operational level agreements (OLAs) and underpinning agreements (UAs) with suppliers.
Incident resolution time	Incident resolution time defines the maximum time from the beginning of an incident to a time normal service level is restored.
Incident response time	Maximum time taken between the time a user reports an Incident and the time that the Service Desk responds to that Incident.
ITSM	Information Technology Service Management
Key performance indicator (KPI)	Metric that is used to track the performance, effectiveness or efficiency of a service or process. Note: KPIs are generally important metrics that will be aligned to critical success factors and important goals. KPIs are therefore a subset of all possible metrics, intended to allow for monitoring and correcting/ improving the effectiveness and/or efficiency of a system or process.
Operational Level Agreements (OLA)	Operational Level Agreement between a Service Provider or federation member and another part of the service provider's organisation or the Federation to provide a Service Component or subsidiary service needed to allow provision of services to Customers
Process	Structured set of activities, with clearly defined responsibilities, that bring about a specific objective or set of results from a set of defined inputs  Note: Generally, a process is a logical subdivision of a larger set of activities used to provide or manage services.
Resource Provider	An organizational instance that provides, maintains and operates processing, storage and network resources at a site.
Risk	Possible negative occurrence that would impact the service or service provider. Note: Risk is made up of the probability of the threat entailed, the vulnerability to that threat of some asset, and the impact the threat would have, if it occurred.
Role	Set of responsibilities, connected behaviours or actions collected into a logical unit that can be assigned to an individual, team or group. Note: An individual may have multiple roles.
Security incident	An event has noted that indicates that there has been an unauthorized access to data, applications, services, networks and/or devices by bypassing their underlying security mechanisms. Alternatively, known vulnerability and tools to utilize the vulnerability exist.

Service	A way to Provide Value to a User/CUSTOMER through bringing about results that they want to achieve.
Service Availability	Describes the time in a defined period the service was available, over the total possible available time, expressed as a percentage. It is calculated by dividing the time the system is operational in that period by the period itself and converting to a percentage (e.g. 325 days/ 365 days x 100 = 89%). Service availability is checked in 5 minute intervals.
Service Reliability	Describes the time in a defined period the service was available, over the total possible available time, expressed as a percentage. Predefined service breaks are excluded. Service availability is checked in 5 minute intervals.
Service Component	Technical or non-technical element that helps make up a service (e.g. a computer, a physical location, an authentication system, a software stack).
Service hours	An agreed time period when a particular Service should be Available.
Service Desk	A service desk is a communications center that provides a single point of contact (SPOC) between a EUDAT and its customers, employees and business partners.
Service Desk Response Time	Target time for a Service Desk to respond to a service request.
Service Desk Resolution Time	Maximum time for a Service Desk to resolve a service request.
Service Level Agreement (SLA)	Service Level Agreement between a CUSTOMER and EUDAT that specifies the service to be provided and the service targets that define how it will be provided.
Service Provider	Organisation or federation or part of an organisation or federation that manages and delivers a service or services to customers
Service report	Report that details the performance of a service versus the service targets detailed in service level agreements (SLAs).
Service Level Target	Reference / target values for parameters that are used to measure the performance of a service, and that are listed in a service level agreement (SLA) related to this service
User	Individual that primarily benefits from and uses a service.
Value	The benefit to a customer and their users delivered by a service  Note: Value should be considered as a composition of the utility (fitness for purpose) and warranty (fitness for use, covering sufficient availability / continuity, capacity / performance and information security) connected to a service.

## Service Privacy Policy

Updated: 2018-06-15

1. Name of the Service	CSC EUDAT B2Share
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<p>1. Registrar (data controller)</p>	<p>CSC - Finnish IT entre for Science Ltd  P.O. Box 405 (Keilaranta 14)  FI-02101 Espoo  tel. +358 9 457 2821 (operator)  <a href="mailto:servicedesk@csc.fi">servicedesk@csc.fi</a></p> <p>Business ID: 0920632-0  <a href="http://www.csc.fi">www.csc.fi</a>  (hereinafter referred to as "we" or "CSC")</p>
<p>1. EUDAT community</p>	<p>This service is one of the services developed and maintained by EUDAT limited company (Y-tunnus) (together with EUDAT service providers).</p> <p>In case a customer has a contract with CSC, CSC uses EUDAT limited company as a subcontractor. In case a customer has a contract with EUDAT limited company, CSC act as a subcontractor for EUDAT limited company.</p>
<p>1. Contact person for register-related matters</p>	<p>CSC Service Desk  tel. 09 457 2821 (operator)  <a href="mailto:servicedesk@csc.fi">servicedesk@csc.fi</a></p> <p>Data Protection Officer Marita Pajulahti  <a href="mailto:privacy@csc.fi">privacy@csc.fi</a></p>
<p>1. Name of register</p>	<p>CSC EUDAT B2Share Service</p>
<p>1. What data do we process?</p>	<p>The service holds and processes following personal data of customers or other registered persons:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• user ID</li> </ul> <p>Following personal data may also have been retrieved from a remote identity provider, i.e. from EUDAT B2ACCESS:</p> <ul style="list-style-type: none"> <li>• your unique user identifier</li> <li>• your email address</li> <li>• your name</li> <li>• your unique user identifier in B2Access service</li> <li>• B2Access group membership information</li> </ul> <p>We collect technical information like logfiles on the service activity.</p>
<p>1. What are the legal bases and purpose for processing personal data?</p>	<p>The lawful basis for processing your data is either the performance of a contract between you and CSC, or CSC's legitimate interests based on the relationship between you and CSC.</p> <p>We process your personal data to</p> <ul style="list-style-type: none"> <li>• provide and improve our services,</li> <li>• perform our contractual obligations,</li> <li>• as a part of customer relationship</li> </ul> <p>The personal data retrieved from remote identity provider is needed to map you to the local account, contact you and provide a comfortable interface.</p>

<p>1. Cookies</p>	<p>Cookies are text files that are stored in a computer system via a web browser.</p> <p>Many websites and servers use cookies. Many cookies contain a so-called cookie ID. A cookie ID is a unique identifier of the cookie. It consists of a character string through which Internet pages and servers can be assigned to the specific web browser in which the cookie was stored. This allows visited websites and servers to differentiate the individual browser of the data subject from other Internet browsers that contain other cookies. A specific web browser can be recognized and identified using the unique cookie ID.</p> <p>The service needs cookies for its functionality. It would not be possible to determine whether a user is logged in or not without the use of cookies.</p> <p>By means of a cookie, the information and offers on our service can be optimized with the user in mind. Cookies allow us, as previously mentioned, to recognize our service users. The purpose of this recognition is to make it easier for users to utilize our service. The service user that uses cookies, e.g. does not have to enter access data each time the service is accessed, because information whether or not user has logged in is stored in a cookie, and this cookie is stored on the user's computer system.</p> <p>You may, at any time, prevent the setting of cookies through our service by means of a corresponding setting of the web browser used, and may thus permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via a web browser or other software programs. This is possible in all popular web browsers. If you deactivate the setting of cookies in the web browser used, not all functions of our service may be entirely usable.</p>
<p>1. Where do we get the data from?</p>	<p>We acquire data primarily from the following sources</p> <ul style="list-style-type: none"> <li>• Data provided by the data subject</li> <li>• Data provided by the B2ACCESS service</li> <li>• Data from CSC Customer Registry</li> </ul>
<p>1. To whom do we hand over and transfer the data, and do we transfer the data outside of the EU or ETA?</p>	<p>Upon request, we hand over the personal data for statistical and reporting purposes and for fulfilling our commitments and obligations contained in contracts or other agreements for Ministry of Education and Culture, Finnish institutions of higher education and research funders.</p> <p>In addition, to enable EUDAT service management and development in EUDAT community, personnel data may be given to EUDAT limited company. EUDAT limited company may share the data among other EUDAT service providers.</p> <p>Neither we nor EUDAT limited company transfer personal data outside of the EU/EEA.</p> <p>Metadata of published data is openly shared. The names of authors and contact email address, entered in publications metadata can be harvested from B2Share service.</p>
<p>1. What are your rights as a data subject?</p>	<p>As a data subject, you have the right to inspect the data about yourself that has been saved into B2SHARE and B2ACCESS services and to demand the correction of inaccurate data or its removal, provided that there is a legal justification for its removal. You also have the right to withdrawal your approval or change it.</p> <p>As a data subject, you have the right under the General Data Protection Regulation (as of 25.5.2018) to oppose the collection of your data or to request that it be restricted and to make a complaint about the processing of personal data to the supervisory authority.</p> <p>As a data subject, you also have the right, at any time and without cost, to oppose data-processing, wherever it relates to direct marketing.</p>
<p>1. Who should I contact?</p>	<p>All enquiries and requests regarding this privacy policy should be made in writing or in person to the contact person specified in section four (4).</p>

1. Changes to privacy policy	If we make changes to this policy, we will make these accessible by updating this privacy policy document. If the changes are significant, we may inform people about these changes in some other way, such as by email or by publishing a notification on our webpage. We recommend that you visit our webpage regularly and pay attention to any changes to this privacy policy.
1. Third parties whose personal data is disclosed	The names of authors and contact email address, entered in publications metadata are shown on the website to everyone.