

Release of Restricted Data¹

Policy Version 1.1

Approved by DSSC on 13 October 2020

Several organizations provide data to IRIS Data Services (DS) that are restricted. These data are primarily from temporary experiments that are conducting active, yet to be published research. Restricted data can only be released to Principal Investigators or those they authorize through a password protection system supported by DS. The period of exclusive use is limited in time (typically less than two years) and eventually all data become publicly open. The period of exclusive use is determined by the organization that supported the research, not IRIS DS. For PASSCAL experiments, please refer to the NSF/EAR data policy and the PASSCAL policy on proprietary data. An extension of the exclusive use period may be exceptionally granted if documented permission from the organization that supported the research is received by IRIS DS prior to the end of the exclusive use period.

The procedure for releasing restricted data follows:

- Approximately one month before the end of the exclusive use period, IRIS DS will attempt to send an email to the PI of record for the restricted data set. This email will indicate DS's plans to release the restricted data on the release date DS has on file.
- If DS does not receive documentation from the funding source that extends the restricted use period, then the dataset will be made publicly available without restriction at the end of the exclusive use period and without further notification to the PI.

The procedure for extending the period of restricted access:

- The Principal Investigator (PI) for the experiment contacts the relevant program officer (NSF lists program officers online) well in advance of the date that the exclusive use period ends and requests that the restricted use period be extended.
- The relevant program officer sends a document to IRIS DS that specifies the data that are to remain restricted and new date at which the exclusive use period ends.
- DS will extend the exclusive use period to the date specified only after the documented authorization from the funding agency is received.

Although DS will attempt to contact the PI on record according to the procedure for releasing restricted data, it remains the PI's responsibility to ensure that documentation from the funding agency to extend the exclusive use period is delivered to IRIS DS prior to the end of the exclusive use period.

¹ This document will be reviewed annually at spring meeting of the IRIS Data Services Standing Committee. Any substantive changes to the policy must be approved by the IRIS DSSC. Current versions of this and other policies can be found at <http://www.iris.edu/hq/programs/ds/#policies>.