

Usage Regulations for Campus Files of the FDZ at the IQB

(as at: 01.01.2019)

This text is a translation of the original German text. The German text shall prevail in case of doubt or dispute.

1. Preliminary note

Campus Files (CFs) are anonymous data records designed for use in university teaching. They are particularly suitable for teaching in the field of statistics and empirical research methods.

The Research Data Centre (FDZ) at IQB has prepared CFs for selected studies based on the Scientific Use Files (SUFs). The SUFs have already been anonymised in such a way that no personal reference can be established. Compared to SUFs, CFs also have significantly smaller sample sizes and a reduced selection of variables. Furthermore, additional anonymization steps were carried out during the compilation. On the one hand, CFs generally do not contain any regional information (e.g. federal state). On the other hand, the data are made even more anonymous through various procedures than in SUFs. Thus, all background characteristics (e.g. age, gender, immigration background, social background) in the data were generated completely synthetically. This means that characteristic values on these variables were randomly distributed among the persons in the data records and have no consistency with the corresponding SUFs. As a consequence, it is not possible to assign characteristic values unambiguously to individual characteristic carriers in the CFs. The synthetic data generation of the CFs was carried out in such a way that correlations between the variables in comparison to the corresponding SUFs largely remain. This means that CFs can be used, for example, in teaching to teach preparation and evaluation methods and to prepare evaluation syntaxes for corresponding SUFs and can also be used in seminar papers and the like. However, the analysis potential of the data sets is reduced. For example, analyses based on CFs can lead to results that deviate from those of corresponding SUFs when it comes to answering questions on content.

Users of the CFs undertake to comply with these Usage Regulations and the Guidelines of Good Scientific Practice¹ when handling the data.

We will be happy to answer any questions you may have regarding the usage regulations (fdz@iqb.hu-berlin.de).

2. Validity of the Usage Regulations and Right of Alteration

The FDZ at the IQB reserves the right to change the terms of use. The changes will be published on the website of the FDZ at the IQB (<http://www.iqb.hu-berlin.de/fdz/Datenzugang/CF-Antrag/NutzungsordnungCFs>) and in the FDZ Newsletter (<http://www.iqb.hu-berlin.de/fdz/news/anmeldung>) in good time before they take effect. If users continue to make use of the FDZ's CFs after the changes to the Terms of Use have come into effect, these changes shall be deemed to have been agreed.

3. General data protection regulations

In principle, the data is available at the FDZ at the IQB in anonymous form, i.e. a personal reference cannot be established directly. Any use of data is subject to data protection regulations (in particular the EU General Data Protection Regulation and the Federal Data Protection Act). Furthermore, data users must observe the Data Protection Acts of the Federal States applicable to them. No attempts may be made to re-identify persons or institutions (e.g. schools, kindergartens). The data provided may not be passed on to unauthorised third parties.

4. Data access

An application for the use of CFs may be submitted by researchers at colleges, universities or non-university scientific research institutions for research, teaching and qualification purposes as well as by students for seminar papers or the like. Access to the CFs is granted after registration and agreement to the Terms of Use on the corresponding online portal of the FDZ at the IQB (<http://www.iqb.hu-berlin.de/fdz/Datenzugang/CF-Antrag/AntragsformularCF>), where applicants also have to indicate a valid university e-mail address and a purpose of use (course, project or seminar paper). After checking the university connection, the CF data records are made available for download.

5. Terms of Use

The following terms of use apply to CFs:

- a) The data may only be used for non-commercial scientific research (e.g. in the context of seminar or project work) and for university teaching.
- b) The use of data is free of charge.
- c) The data may only be used for the purposes specified and approved in the application (e.g. the course specified; cf. Section 4).

¹ see DFG (2013): <http://doi.org/10.1002/9783527679188.oth1>, as amended

- d) The data may only be used by persons who belong to an authorised institution (cf. Section 4) (i.e. they must be registered or employed there or be supervised as part of a seminar or qualification project).
- e) Data may be passed on to students by lecturers within the framework of courses. The terms of use as well as the limitations of the data with regard to content analyses must be expressly pointed out.
- f) No attempts whatsoever may be made to re-identify or de-anonymise feature carriers or to link the data with corresponding SUFs.
- g) Data may only be stored on protected data carriers or directories. The storage of data on publicly accessible online learning platforms is not permitted. Provision on protected learning platforms of universities with access examination (e.g. HU-Moodle) is permitted.
- h) Data stored on data carriers of any kind may only be brought to countries that have an appropriate level of data protection. Countries that provide an appropriate level of data protection are: 1.) EU member states, 2.) European Economic Area (EEA) states: Norway, Liechtenstein and Iceland, and 3.) countries for which the European Commission has released an adequacy decision.²
- i) The FDZ am IQB assumes no responsibility for the use of the data, in particular for the purpose of content analyses.
- j) All data provided to the data users as well as any backup copies and auxiliary files made by the data users must be destroyed after the end of the project. Any further use of the materials, including any modified data records, is prohibited. In the event that further use is intended, data users undertake to submit a new data use application to the FDZ at the IQB.
- k) Data users undertake to cite the FDZ am IQB for each publication that is based in whole or in part on the data provided and the associated materials, and to cite all data records used, including the associated materials, in accordance with good scientific practice, stating the DOI³ provided by the FDZ at the IQB.

6. Final clause

Should any provision of these Terms of Use be invalid or contestable, the remaining provisions shall remain unaffected thereby.

These Usage Regulations come into effect on 01.01.2019.⁴

² An updated list is maintained on the European Commission's website: https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_de#dataprotectionincountriesoutsidetheeu

³ see also <https://www.da-ra.de/en/for-data-centers/register-data/what-is-a-doi/>

A Digital Object Identifier (DOI) is a unique and persistent digital identifier for physical and/or digital objects. It is also used for the identification of research data. A DOI identifies an object itself and not the location or resource under which it is (currently) stored. The DOI is a system that associates the DOI with the current location(s) of the document, allowing access to identified objects. This system enables transparency, visibility, citation and traceability.

⁴ translated into English with www.DeepL.com/Translator