



Implementation of the CoreTrustSeal

The CoreTrustSeal board hereby confirms that the Trusted Digital repository Czech Social Science Data Archive (CSDA) complies with the guidelines version 2017-2019 set by the CoreTrustSeal Board.

The afore-mentioned repository has therefore acquired the CoreTrustSeal of 2016 on January 23, 2018.

The Trusted Digital repository is allowed to place an image of the CoreTrustSeal logo corresponding to the guidelines version date on their website. This image must link to this file which is hosted on the CoreTrustSeal website.

Yours sincerely,

The CoreTrustSeal Board

Assessment Information

Guidelines Version:	2017-2019 November 10, 2016	
Guidelines Information Booklet:	CTS Requirements 2017-2019	
All Guidelines Documentation:	Documentation	
Repository:	Czech Social Science Data Archive (CSDA)	
Seal Acquiry Date:	Jan. 23, 2018	
For the latest version of the awarded CoreTrustSeal for this repository :	https://www.coretrustseal.org/why-certification/certified-repositories/	
Previously Acquired Seals:	Seal date:	September 1, 2016
	Guidelines version:	2014-2017 July 19, 2013
This repository is owned by:	Czech Social Science Data Archive (CSDA)	
	Prague Czech Republic	
	T 00420210310231	
	E archiv@soc.cas.cz	
	W http://archiv.soc.cas.cz/	

Assessment

0. Context

Applicant Entry

Self-assessment statement:

1) The Czech Social Science Data Archive (CSDA) accesses, processes, documents and stores data files from social science research projects and promotes their dissemination to make them widely available for secondary use in academic research and for educational purposes.

?SDA is a department of the [Institute of Sociology of the Czech Academy of Sciences](#). The Institute of Sociology is one of the leading Czech research organizations in the domain of social sciences.

2) CSDA services are aimed at all social science disciplines. They are mainly utilized in the fields of sociology, political science, demography, social geography and economics. A number of datasets are also relevant for historical sciences and some other humanities, medical sciences and multidisciplinary research. The priority target group consists of researchers in basic and applied research and university students; among other users are analysts in government and local administration or journalists.

3) Enhanced curation – e.g., creation of new formats, enhancement of documentation

4) none

5) The CSDA is a national resource centre for social science research. CSDA is CESSDA ERIC Service Provider in the Czech Republic.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

1. Mission/Scope

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The CSDA is a national resource centre for social science research. It acquires, processes, and archives datasets from social research projects and makes the data publicly available for secondary analysis in scientific research and for training at universities. The main objectives are following:

- Archiving and preserving digital datasets obtained from Czech social science research and making them publicly available for secondary analysis.
- Providing technical and organisational support for large-scale survey research programmes, such as the Czech surveys within the International Social Survey Programme (ISSP) and the new Czech Household Panel Survey (CHPS).
- Promoting secondary data analysis, i.e. mapping and analysing data sources, publishing information on available data, linking Czech and international data resources, conducting research on data quality and providing training in data management and survey methodology

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The CSDA is a department of the Institute of Sociology of the Czech Academy of Sciences. The CSDA's data services are mentioned in the Foundation Deed of the IS and specified in its Research Programme. The department is also the Czech node in the European distributed research infrastructure the Consortium of European Social Science Data Archives (CESSDA) and the CESSDA Service Provider in the Czech Republic. The CSDA and the Czech membership in CESSDA are part of the Czech Roadmap for Research Infrastructures and are financially supported by the Ministry of Education, Youth and Sports (MEYS).

The CSDA's mission statement has been published in the number of information materials and it is available on the website (<http://archiv.soc.cas.cz/en/about-czech-social-science-data-archive>). The activities and performance of the CSDA are monitored, published in information materials and project reports and regularly reported to the MEYS in Annual Reports of the IS (<http://www.soc.cas.cz/vyrocní-zpravy>; Czech only). In 2014 the CSDA was successfully evaluated by international experts within the process of evaluation of research infrastructures in the Czech Republic.

The CSDA's activities reaching out to the user community have the following goals: (1) promoting secondary data analysis in research, disseminating knowledge about and use of available data resources; (2) supporting data sharing between research teams and data exchange at the international level; (3) cultivating methods of creating databases and working with data with regard to data sharing; (4) promoting knowledge and utilization of the CSDA's data services and systems. The following means are applied: (1) awareness-raising, instructional, analytical and training materials at the CSDA website; (2) methodological publications, review studies and analyses of data resources; (3) lectures and seminars, participation in conferences etc.; (4) information articles in scholarly periodicals.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

2. Licenses

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The CSDA is a department of the Institute of Sociology of the Czech Academy of Sciences, Public Research Institution. Therefore contracts (License agreements) are made between Institute and depositors.

We use [License agreement](#) as a model contract with data depositors/producers. Data users are required to agree to the [conditions](#) for data usage. Both documents can be modified based on specific requirements of the data depositor. The CSDA follows general principles stated in its [mission](#) and [Data deposition in CSDA](#) document ([OECD „openness principle“](#) for academic research and education and [CESSDA „Open Data“](#)).

The Institute is bind by corresponding provisions of License agreements with depositors and by contract (user registration) with data users.

The special conditions for dissemination apply to a limited number of data collections, in such cases a written consent of the depositor is required for each user.

To gain access to the data sets in different data format the user has to agree to conditions of use of the data files:

<http://archivreg.soc.cas.cz/regitrace> in Czech

<http://archivreg.soc.cas.cz/register> in English

The user binds himself/herself to keep the following conditions:

1. Data can be used only for purposes of noncommercial research or noncommercial teaching.
2. Data sets do not contain identifiable personal identifications about respondents. The user is not allowed to try finding these personal identifications about respondents using the provided data.
3. The user undertakes to comply with the [legal and ethical standards](#) for research data use.
4. Any publication of information based on the data from the provided data set requires an exact citation of the source, which means the depositor of the data set and Czech Social Science Data Archive.
5. The user acknowledges that CSDA is not the owner of provided data sets and is not responsible in any manner for the validity and reliability of data.
6. The user is not allowed to further distribute the provided data nor to provide other persons with the access to them.
7. The user is obliged to inform the Archive about all publications, which were created on the basis of provided data.
8. The user acknowledges that the provision of data sets in electronic form is free of charge, unless otherwise stated. All other forms of data sets distribution and other services can be charged according to the costs of the work required. An electronic register, which is accessible on the web page of the Archive, register can be temporarily disconnected by reason of maintenance.

9. Failure to comply with the conditions of registration is the reason for the termination of user registration by CSDA. In case of serious violation of the conditions of use, archive reserves the right to take appropriate action such as. informing the parent institution of the client referred to in the registration, in the case of violation of the applicable legal standards, CSDA will proceed according to the applicable laws.

It is not possible to ensure that all data consumers respect the applicable licences. However, the CSDA has measures in place if the data consumer breach data use conditions. Non-fulfilment of the rules listed in registration form gives the archive grounds for termination of the contract and to forbid the access to the Data Catalogue. A more severe breaches policy is under development.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

3. Continuity of access

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

In the [model contract](#) between Archive and depositor, repository agrees only to following:

- (a) strive for long-term preservation of the data and related documentation in order to ensure their integrity,
- (b) provide the data and related documentation to other users in compliance with the conditions set out in this agreement,
- (c) refrain from using the data or providing it to third parties for purposes other than non-commercial research and teaching, unless authorized by the Depositor in writing,

Any other threats, responsibilities, contingency measures are not part of license agreement between archive and depositor.

Deposited data and metadata are located in the archive. Ownership remains with depositors, the CSDA is licensed for dissemination of the data and metadata. Licences are nonexclusive. Deposition of data in the CSDA is not connected with any restriction on data depositors or data collectors. At the same time the CSDA does not hold responsibility for reliability of data or interpretation of data derived by its users.

The contract is between Institute of Sociology and the depositor, relocation or transition will possibly lead to need for a new contract between depositor and new repository institution.

The CSDA is a department of the Institute of Sociology of the Czech Academy of Sciences, Public Research Institution. The CSDA's data services are mentioned in the Foundation Deed of the IS and specified in its Research Programme. The Institute itself is a part of Czech Academy of Sciences, which is leading scientific institution in the Czech Republic. Financing of the academy is depended primarily on state budget and thus is dependent on the political development in the country. The Academy has history going back more than 125 years and the Institute of sociology more than 50 years. Complete cessation of funding, shift of host institution interest is thus highly improbable (but of course possible).

Succession planning will proceed according to the general internal regulations of the Czech Academy of Sciences. In case of liquidation of the Institute of Sociology CAS archived materials will be deposited in the Masaryk Institute and Archive of the CAS. The original succession plan specific for the CSDA is under preparation.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

4. Confidentiality/Ethics

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

The CSDA conditions of use are published at <http://archiv.soc.cas.cz/en/obligatory-rules-data-access-datasets-csda-and-information-about-their-use>. User must agree with this conditions by registration <http://archivreg.soc.cas.cz/register>. Conditions of use are in accordance with the Czech legislation (namely [The Personal Data Protection Act](#) and The Copyright Act).

Members of the CSDA staff are experts in fields of management of data security, data disclosure risk and personal data protection. They give lectures on these topics at Czech universities and research institutions.

The Institute of Sociology of the Academy of Sciences of the Czech Republic is registered with the Czech Office for Personal Data Protection and its research activities are governed by [Act No. 101/2000](#) Coll. on personal data protection. In line with the Act the CSDA currently deposits and disseminates data of non-personal character.

The users must conform to the legal and ethical standards for research data use.

The CSDA provides general information on these issues for data depositors and users on its website: <http://archiv.soc.cas.cz/en/social-science-data-management>.

Ethical and legal standards are described here:

<http://archiv.soc.cas.cz/en/ethical-conditions-personal-data-protection-copyright-and-intellectual-property-protection>

webpage is linked directly to the “conditions of use...”.

Check of the content information for possible legal issues (especially with regard to personal data protection: personal data, identifiable persons etc.) is performed during ingest phase of dataset preparation.

At present time archive doesn't hold confidential data. In future, it is possible to store data with disclosure risk. These data will be stored offline and will be secured from unauthorized disclosure or access. User of such data will have to be registered by Office for Personal Data Protection and possible inclusion of such data in our archive will require special contract between depositor and the Archive.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept, example of good guidance materials

5. Organizational infrastructure

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

?SDA is a department of the [Institute of Sociology of the Czech Academy of Sciences](#). The Institute of Sociology is one of the leading Czech research organizations in the domain of social sciences.

?SDA and Czech participation in CESSDA are included into the [Czech Roadmap for Research Infrastructures](#) and supported by the [Ministry of Education, Youth and Sports](#) (project reg. No. LM2010006).

The repository is funded mainly from grant schemes and from internal resources of The Institute of Sociology. Funding schemes of the repository changes over time, but a minimum period of three years funding is always maintained.

The process of archiving in CSDA is described step by step in the Preservation Policy of the CSDA. Currently the archive has 8 employees (6.6 FTE) and cooperates with colleagues from other departments of the Institute of Sociology (e.g. IT department – 0.8 FTE devoted to CSDA activities). The positions in the CSDA team are defined in line with the distribution of responsibilities for particular parts of the workflow defined in the Preservation Policy: Archive Director, Acquisitions & Ingest Administrator, System Administrator, Access Coordinator. Persons in these positions have the main responsibility for the defined areas. In addition there are 3 Ph.D students and an assistant in the team. Tasks concerned IT, including maintenance of CSDA's servers are located at the IT part of the Economic department of the Institute. In research and some management and administrative tasks CSDA cooperates with colleagues from several different departments of the Institute. The system includes checks and controls.

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4 members of the team have long term (10 years and more) experience in data archiving, all of them have participated in different kinds of training relevant to digital data preservation. CSDA team members participate in expert collaboration, know-how exchange and training events organised by CESSDA and frequently attend the relevant conferences and other events, e.g. annual IASSIST (International Association for Social Science Information Service and Technologies) Conference, EDDI, etc.

CSDA staff members are expert in social science data management and department published several publications on this topic: <http://archiv.soc.cas.cz/en/social-science-data-management>

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

6. Expert guidance

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The archive has the international Scientific Advisory Board.

The Scientific Advisory Board of the Czech Social Science Data Archive (CSDA-SAB) is an advisory body to the Director of the Institute of Sociology. CSDA-SAB:

Discusses a long-term orientation of scientific, research, technical development and other creative activities carried out at CSDA

- Issues recommendation on further heading of CSDA
- Provides an independent advice on organisational and service quality issues
- Responds to further questions submitted by the Director

CSDA-SAB members list can be found here:

CoreTrustSeal Board

W www.coretrustseal.org

E info@coretrustseal.org

<http://archiv.soc.cas.cz/en/about-czech-social-science-data-archive>

CSDA-SAB statutes and rules are described here:

http://archiv.soc.cas.cz/sites/default/files/csda-sab_2016_01_03_statutesrules-of-procedure_csda-sab.pdf

In the near future, client satisfaction and feedback with CSDA data services will be monitored through annual satisfaction and feedback surveys. User feedback will be used to bring CSDA activities more in line with user expectations.

As members of CESSDA Eric, the CESSDA expert seminars are regularly attended by archive staff. CSDA uses all the expert support, knowledge and guidance that other CESSDA archives offer.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

7. Data integrity and authenticity

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The archive uses MD5 checksums. The fixity information is stored in the form of a text file directly at each archived data file directory and it is also stored in the internal database of the archive. Checksums are regularly checked, especially if there is any manipulation with datasets.

Archive content is being regularly checked for readability and integrity of stored data. [Preservation Policy](#) describes checking procedure (Sections 2.6,2.9 and 4.7) and possible data recovery procedure (4.7)

The majority of archived data files exist only in one version, but a very small number of data sets contain multiple versions. Versioning has not yet been formally resolved. In practice, it is solved by organizing versions in subdirectories and adding additional paragraphs to file names. New formalized system of identification numbers reflecting multiple versions of one data set is under consideration. Versioning policy is under preparation. Draft text is presented below:

Versioning Policy guidelines

For various reasons data studies may be altered after publishing. These changes may be initiated either by the data archive or by the data producer. Versioning should take into account any changes made to the data file and any significant changes made to the metadata.

CSDA assigns a new version to any data file that went through significant changes such as: addition of new variables, corrections of supplied data, significant formatting changes, difference in access and usage conditions or withdrawal of data elements. Every new version should be accompanied by a note defining the character of the changes (for example: "version 2.0: new variables added in data file").

CSDA assigns new branch of a current version to any data file that went through insignificant changes such as: minor changes in variable labels or spelling corrections. New branch is also assigned to any data file that had its metadata undergo significant changes - especially if it has effect on citation - such as: adding previously unknown creators, changing the year of publishing, rewriting of an abstract or changing keywords. Every new branch should be accompanied by a note defining the character of the change (for example: "version 1.1: edited spelling in data file").

Minor changes to metadata such as spelling corrections or addition of new keywords do not account for a version change.

The archive receives data files only from those legal entities that created the data or have the rights to these data files (based on declaration of the depositor and stated in the Licence Agreement). Data is converted to formats that are suitable for archiving. Basic information on the CSDA's strategies is available to depositors (e.g., see the information for depositors on the Web: <http://archiv.soc.cas.cz/en/data-deposition>), details are provided in the process of negotiation with depositors.

If it is technically possible, the original data from data producer and all other related materials (as questionnaires, technical information, etc.) are preserved in an authentic form and archived as SIP.

Data are converted ([section 2.9 AIP generation in PP](#)), connected with DDI metadata and archived with accompanying materials.

DIP (nsdstat file) is generated in [Nesstar Publisher software](#) and uploaded to [Data catalogue](#).

Each electronic file is described in an internal database. The database contains information about ID name, data file format, server path of data file, content of data file, Md5 checksum, data file creation date and data file change date.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

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Comments Reviewer 2: Accept, - comment: minor version management process may not be aligned with PID requirements.

8. Appraisal

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

In addition to OAIS scheme we distinguish Pre-Ingest phase (Section 2.2 of PP). In this phase CSDA actively search for available data, monitor ongoing research projects, contact potential depositors and negotiate submission agreements with them.

The CSDA accepts only data it can make available for secondary use in non-commercial research and in educational processes. Other basic conditions for accepting data for deposition are following: (1) conformity with legal and ethical requirements (e.g. in the area of personal data protection and copyright) and (2) usefulness of data for secondary analysis in social science research (including availability of sufficient metadata). Data are checked also for personal data disclosure. There are strict internal rules of the Institute of Sociology CAS concerning personal data protection in place. CSDA can [legally disseminate](#) non-anonymous personal data only if informed consent of data subject is given specifically for purposes of archiving and such dissemination. In present time there is no such type of data in our archive.

Depositors are required to provide available metadata relevant for both: (1) evaluation of quality of data for purposes of its archiving and dissemination, (2) secondary analysis of data in social research. In the first step potential depositors are requested to administer the data description form and provide basic metadata. If the data are accepted for deposition, the depositor is assisted to provide maximum available metadata in required structure and formats. The Data Depositor Form includes questions on following: (1) the research project including also specification of institutional background and methods, (2) information on the data set, its structure, formats, specific variables, etc. It is constructed in respect to CESSDA defined Mandatory and recommended fields. Information on conditions for handling the data and intellectual property rights to data and metadata are derived from the Licence Agreement. After checking of data and metadata, the CSDA team prepares standardised metadata in DDI format. Mandatory fields include all descriptive, structural and administrative metadata. We use Nesstar software for creating metadata at the file level. The CSDA employed DDI 2 as a metadata standard. If metadata are insufficient for long term preservation, we keep available materials (as a SIP, without publishing data collection in Nesstar catalogue) and try to find missing parts of information.

The CSDA also provides general information and guidelines concerned to data documentation issues on its website in section about data management.

Data description form:

In Czech: http://archiv.soc.cas.cz/sites/default/files/formular_pro_depozitory_csda.doc

In English: http://archiv.soc.cas.cz/sites/default/files/data_description_form_csda.doc

General information on data management including data documentation issues:

In Czech: <http://archiv.soc.cas.cz/management-dat-v-prubehu-vyzkumneho-projektu>

In English: <http://archiv.soc.cas.cz/en/manage-data-during-research-process>

The archive receives data in different data formats, these are then converted to the data format required by the Preservation Policy (Section 2.7).

The table of preferred formats and the conversion table is part of the Preservation Policy – section 2.7, (http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf).

It recommends the most frequently used formats for particular types of data (“standards”) based on proprietary software. We plan to broaden the list of preferred formats to include open source formats. The CSDA has no automatic tool for data format checks so the team members control adherence to preferred formats individually. The policy of quality control is defined in the Preservation Policy of the CSDA. If the data or metadata are not available in preferred or acceptable formats and they are evaluated high for their scientific value, the CSDA actively seeks for possibility of their transfer into readable and acceptable formats. Deposited data and metadata are transformed into standard formats used for long term deposition in the archive (Archival information package). At the same time original data and metadata (Submission Information Package) are stored separately to keep their authenticity and integrity.

Non-standard data formats are not generally rejected; acceptance and conversion process is individually decided for each data file. In case of need for conversion to new data formats in the future, archive will do so in accordance with international practices and CEESDA requirements in this area.

General information for depositors:

In Czech: <http://archiv.soc.cas.cz/depozice-dat>

In English: <http://archiv.soc.cas.cz/en/data-deposition>

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

9. Documented storage procedures

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Preservation system of the CSDA is formally structured from the pre-ingest stage to the stage of providing archive users with access to the data. The different stages of the preservation process are in line with the Open Archival Information System (OAIS), and each activity can be assigned to a given OAIS function. Detailed information is described in [Preservation Policy](#).

In Czech: http://archiv.soc.cas.cz/sites/default/files/csda_archivaeni_rad.pdf

In English: http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf

Data files are stored in the server which is being regularly backed up. The server is located in the computer laboratory of the Institute of Sociology CAS. There is a system of regular backups which includes additional security features such as distributing these backups at different locations. The CSDA uses also a backup server located in another city (Brno, distant 200 km from Prague) to minimise potential data loss due to natural hazards.

Data servers, computers, digital media, etc. including the data library and other archive content are accessible only to authorised staff of the CSDA and the Institute of Sociology CAS. The archive office and the computer laboratory are located in buildings with controlled access and under constant surveillance. The server room is accessible only for authorised persons and protected by a lock and a digit code.

Technical infrastructure is supervised by System Administrator. System Administrator administers databases containing information about the Archive and the datasets preserved. In collaboration with the IT Department of the Institute of Sociology, he also manages the Archive's hardware and software infrastructure. Detailed overview of System Administrators responsibilities is in Section 3 of Preservation Policy.

Archive content is being regularly checked for readability of stored data. [Preservation Policy](#) describes checking procedure (Sections 2.6,2.9 and 4.7) and possible data recovery procedure (4.7)

Disaster Recovery Plan specific for the CSDA data library is under preparation, not yet implemented.

Additional risk management techniques are not yet in place. Archive will undergo DRAMBORA self-evaluation before end of 2017.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2:Accept, concise Preservation Policy can serve as example

10. Preservation plan

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

CSDA has a Preservation Policy (Archivací rád CSDA)

The process of archiving in CSDA is described step by step in the Preservation Policy of the CSDA.

In Czech: http://archiv.soc.cas.cz/sites/default/files/csda_archivacni_rad.pdf

In English: http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf

We use License agreement as a model contract with data depositors/producers.

All data collections accepted to the CSDA are covered by corresponding provisions of the License agreement. The Licence Agreement is in accordance with the Czech law (e.g. Personal data protection act, Copyright act, etc.). Enforceability of License agreement conditions has not been tested. Model version of the CSDA License agreement in English is available at

http://archiv.soc.cas.cz/sites/default/files/agreement_on_data_deposition_en.doc

In the License Agreement depositor affirms the legal right to dispose the data and metadata sets and to deposit them in the archive for following reasons:

- Incorporation of data into the CSDA database,
- using data for methodological analyses, studies and reports,
- providing data to third parties for non-commercial research and teaching.

Deposited data and metadata are located in the archive. Ownership remains with depositors, the CSDA is licensed for dissemination of the data and metadata. Licences are nonexclusive. Deposition of data in the CSDA is not connected with any restriction on data depositors or data collectors. At the same time the CSDA does not hold responsibility for reliability of data or interpretation of data derived by its users.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

11. Data quality

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

The process of quality control is detailed in Preservation policy (Section 2, particularly 2.8):

In Czech: http://archiv.soc.cas.cz/sites/default/files/csda_archivacni_rad.pdf

In English: http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf

The CSDA has no automatic tool for data format checks so the team members control adherence to preferred formats individually. The policy of quality control is defined in the Preservation Policy of the CSDA. If the data or metadata are not available in preferred or acceptable formats and they are evaluated high for their scientific value, the CSDA actively seeks for possibility of their transfer into readable and acceptable formats.

We use Nesstar Publisher software for creating metadata at the file level. The CSDA employed DDI 2 as a metadata standard. If metadata are insufficient for long term preservation, we keep available materials (as a SIP, without publishing data collection in Nesstar catalogue) and try to find missing parts of information.

There is no special procedure for users to comment and rate data and metadata. This type of feedback is through normal email communication.

Bibliographic citation for each data file is included in the metadata section of Nesstar catalogue.

The CSDA uses DOI registration of the data files through Da-ra registration agency (<http://www.da-ra.de>), maintained by the partner organisation GESIS.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

12. Workflows

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The process of archiving in the CSDA is described step by step in the Preservation Policy of the CSDA. The document is structured along the process of data preservation, from the pre-ingest stage to the stage of providing archive users with access to the data.

In Czech: http://archiv.soc.cas.cz/sites/default/files/csda_archivacni_rad.pdf

In English: http://archiv.soc.cas.cz/sites/default/files/csda_preservation_policy_0.pdf

The different stages of the preservation process are in line with the Open Archival Information System (OAIS) and each activity can be assigned to a given OAIS function.

Positions in the CSDA team are defined in line with the distribution of responsibilities for particular parts of the workflow defined in the Preservation Policy: Archive Director, Acquisitions & Ingest Administrator, System Administrator and Access Coordinator. Persons in these positions have the main responsibility for the defined areas.

Each step in archiving process is recorded in internal databases of the archive (Electronic Documents Database, which is up and running and subordinated interlinked databases: SIP database, AIP database, DIP database and Versions database. Whole process of archiving is traceable and could be audited. The creation of internal database is in progress.

Reviewer Entry

Accept or send back to applicant for modification:

CoreTrustSeal Board

W www.coretrustseal.org

E info@coretrustseal.org

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

13. Data discovery and identification

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The data catalogue Nesstar (<http://nesstar.soc.cas.cz/webview/>) allows access to all data collections available at the CSDA, including metadata for a limited number of qualitative studies subjected to a special regime of dissemination.

The data catalogue has English and Czech part (some of the surveys are available in both languages). The data catalogue incorporates search facilities enabling simple search and advanced enquiries combining four search criteria in both languages.

Data are classified using the multilingual thesaurus ELSST; the Czech version of this thesaurus has been developed and maintained by the CSDA. Currently the process of data files description using the ELSST terms is in progress. The Czech terms have been uploaded into the web application, operated and maintained by the UK Data Service (member of CESSDA) at <http://elsst.ukdataservice.ac.uk/>.

The CSDA is using systems and standards that allow for metadata harvesting, a capability required by CESSDA, in particular the OAI-PMH protocol, implemented as a component of the Nesstar server.

Repository is included in many registries:

<http://www.re3data.org/>

<http://www.cessda.net>

http://www.sociosite.net/databases.php#czech_republic

http://ec.europa.eu/public_opinion/links_en.htm

and more

Bibliographic citation for each data file is included in the metadata section of Nesstar catalogue.

The CSDA uses DOI registration of the data files through Da-ra registration agency (<http://www.da-ra.de>), maintained by the partner organisation GESIS.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

14. Data reuse

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The CSDA is fully compliant with the DDI metadata scheme, see <http://www.ddialliance.org/>. There are multiple software solutions for DDI compliant metadata description. The CSDA is testing these software solutions and their applicability in the archive workflow, but currently the plan is not to move to a different software platform than Nesstar.

Research data is currently available in several formats to satisfy the requests of different data consumers. Micro-data files are currently provided in SPSS and SPSS Portable, Stata, NSDstat, Statistika, DIF, Dbase, SAS and text formats (the system generates packages as zip files).

A designated employee monitors emerging international standards and community approved data formats. CSDA is using up to date and common standards in data archiving of social science data files. In case of development of new standards we will follow international community (CESSDA archives) and we will use best practices in migration data to new formats.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

15. Technical infrastructure

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

CSDA is using standard technical infrastructure. The repository currently does not develop its own software tools. Some simple Web applications are custom-developed for the archive. Technical infrastructure of the archives will develop according to international standards, in this case, by the standards of CESSDA. The archive will test and use the software developed in the framework of the CESSDA archives, to contribute to the improvement of the technical infrastructure and to improve the user experience.

CSDA has technological resources for management of database systems, long-term data storage and provision of access to data in line with international standards. Technical infrastructure is supervised by the System Administrator. In collaboration with the IT Department of the Institute of Sociology, he also manages the Archive's hardware and software infrastructure. The technological infrastructure is built with the intention to bring the following benefits: (1) user comfort of CSDA data services in line with international standards, (2) compliance with CESSDA requirements, (3) wide international compatibility allowing applicability of alternative solutions and efficient responses to recent developments in technologies and research.

The Nesstar software system provides solutions for creating, organizing and publishing an online data catalogue, distributing data and metadata, and providing online tools for data analysis and visualization (<http://nesstar.soc.cas.cz/webview>). Nesstar was developed by the CESSDA archives and is currently managed by NSD (member of CESSDA) in Norway. CSDA is using it under license. There are about 100 Nesstar based repositories worldwide.

A digital data library system, DSpace, is used for preserving data and metadata in formats other than data matrices (i.e. survey instruments, technical information on studies, research reports, transcripts of the qualitative interviews, etc.). In the future this system may allow expansion of the portfolio of managed and stored data files as well as better management of audio-visual data. DSpace is the worldwide standard used for storing digital data files.

Repository does not process real time data streams.

The Institute of Sociology is connected to the internet through high-speed and reliable [CESNET2](#) network.

CESNET2 is among most modern network solutions in Czechia.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

16. Security

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

Data files are stored in the server which is being regularly backed up. The server is located in the computer laboratory of the Institute of Sociology CAS. There is a system of regular backups which includes additional security features such as distributing these backups at different locations. The CSDA uses also a backup server located in another city (Brno, distant 200 km from Prague) to minimize potential data loss due to natural hazards.

Internal document „The identification and evaluation of risks...” is not available online and is in Czech only. This documents deals with identification of threats and evaluation of risks. But it is related to labour safety of employees not of the archived materials.

We don't have any other material that deals with risks and contingency measures.

Disaster Recovery Plan specific for the CSDA data library is under preparation, not yet implemented.

Additional risk management techniques are not yet in place. Archive will undergo DRAMBORA self-evaluation before end of 2017.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept

17. Comments/feedback

Minimum Required Statement of Compliance:

0. N/A: Not Applicable.

Applicant Entry

Statement of Compliance:

0. N/A: Not Applicable.

Self-assessment statement:

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Comments Reviewer 1: Accept

Comments Reviewer 2: Accept, one minor adjustment to be made to 'Conditions of Use' as proposed by the archive.