

## ■ CF BIC Data policy

### Biomolecular Interactions and Crystallization Core Facility

- **General rules** for handling user's data (created by users themselves or by CF BIC staff in case of services) are given by a document "General Terms and Conditions" created by CEITEC. Specific information for CF BIC users are given below.
- For the measurements performed by the user, the user is responsible for correct **data generation** and **saving**. Data must be saved to user-assigned folder (typically a subfolder in the "User group" folder on the operating PC) only. CF BIC takes no responsibility for data saved anywhere else.
- Users are encouraged to save their data files with unique and meaningful **names**. Using individual subfolders within the "User" folder is highly recommended. Names of files and folders should ideally contain only English letters, numerals, and standard special characters ( \_, -, !). Other characters might cause problems for data processing and/or storage.
- User's data are stored in regular intervals (at least every 3 months) onto a remote **data storage**. This serves as a backup in case of hardware or software crash of the machine PC.
- Users are encouraged to make their **own copy** of their data (using external HD or flash memory).
- In case of experiments performed as a **service**, the generated data are stored locally and in regular intervals also copied onto a remote data storage. The user is provided with the processed data automatically (if the data processing is included in the chosen service). Raw data are typically given to the user on demand.
- The data are never intentionally **deleted** unless discussed with the user.

- The user is obliged to make the obtained data sets **publicly available** after their publishing via the domain-specific repositories in the form commonly used in the respective field (e.g., wwPDB, PCDDDB, etc.). If technically feasible, the deposited data should contain a reference to the CIISB funding grant, specifically LM2018127 during the period 2020-2022. In addition, the user must provide a reference to the deposited data to the CIISB staff with no delay via the email address [data@ciisb.cz](mailto:data@ciisb.cz).
- The specific handling of **sensitive data** (e. g. commercial samples, medical samples) has to be discussed with the CF BIC responsible person prior to the experiment. Otherwise the data are handled the same way as any other data.
- These rules are **valid** since Jan 2021

## Contact

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