

■ CF BIC Data policy

Biomolecular Interactions and Crystallography 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 "Research Data Policy" 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 (typically 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 data generated during the "user mode" access (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.
- Data generated within **X-ray diffraction or SAXS services** are stored at a dedicated data storage within CEITEC. They can be retrieved via remote access. Details about the

procedure of X-ray and SAXS data access are given to users directly by CF BIC responsible person.

- The data are stored for 5 years at least. Within this period, they are never intentionally **deleted** unless discussed with the user. After the 5-year period, the user may be asked via contact email to approve deletion of the data and if not replying otherwise, the approval to delete the data is considered to be given.
- CF BIC staff can use any generated **data for educational or PR** (leaflets, posters, web page) purposes. In such case, the data need to be anonymized so that the user and sample details cannot be retrieved. This can be specified otherwise upon agreement 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 funding grant, during the period 2022-2025 typically CIISB project LM2023042. In such case, the user must also provide a reference to the deposited data to the CIISB staff with no delay via the email address 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 Aug 2024



Contact

Biomolecular Interactions and Crystallography Core Facility

bic@ceitec.cz

Core Facility Head: JOSEF HOUSER

josef.houser@ceitec.cz