

# ICES Data Policy

## Data policy for data managed by ICES

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## Scope

This policy applies to data managed by ICES. By maximizing the availability of data to the community at-large, ICES promotes the use of these data, thereby ensuring that their maximum value can be realised and thus contribute to an increased understanding of the marine environment.

This policy states the general principles for the ICES data life cycle in order to facilitate the production of science based advice and status reports, and serve the scientific community.

Please refer to this [link](#) for more information on data licences.

## Definitions

- a. **You** means the individual or entity
- b. **Restricted Data** means data within the Database that is classified as not publicly accessible as determined by the data owner
- c. **Public Data** means data within the Database that is classified as publicly accessible as determined by the data provider;
- d. **Data provider** means the organization and/or individual that control/organizes the ownership access for the data
- e. **Data owner** means the organization and/or individual that retains the ownership rights for the data
- f. **Database(s)** means the data repository or data portal where the data reside
- g. **PID** a digital persistent identifier, long-lasting reference to a document, file, web page, or other object
- h. **Metadata**: descriptive information about detail or aggregate data sets, necessary to interpret, use and disclose data

## Contextual information

- a. You can obtain publicly available data as soon as is feasible
- b. You have sole responsibility for correct and appropriate data interpretation
- c. Results, conclusions, and/or recommendations derived from the data do not imply endorsement from ICES
- d. You are requested to inform ICES of any suspected problems in the data

## Contribution of Data

- a. All data provided to ICES are considered to be public data under CC-BY, unless otherwise explicitly specified as restricted data.
- b. The data provider must be authorized by the data owner to provide the data
- c. Data contributions should be made as soon as possible after the data collection event. The system allows for re-submission of data throughout the quality control process. For example, preliminary data can be submitted immediately after collection and replaced later by cleaned data
- d. All data should be provided using standard codes, formats, and protocols to the extent possible. Further guidance can be found on the ICES website <https://www.ices.dk/data>
- e. The data provider retains overall responsibility for data quality

## **Quality Assurance**

- a. ICES develops and applies quality assurance procedures as appropriate and feasible, and in cooperation with data providers, ICES Expert groups and other organizations
- b. ICES may be informed of potentially erroneous data. ICES will ensure that data providers are informed of quality issues
- c. The ICES Data Centre will never change the original data record from a data provider, but may undertake conversions or transformations of that data to allow its inclusion in ICES databases
- d. Although the ICES Data Centre may perform some data quality control, the data provider always retains complete responsibility for data quality, including re-submission of data.

## **Data security and storage**

- a. ICES makes every effort to ensure that data received are handled and stored in a way that preserves the integrity of the data as it was provided to them
- b. ICES maintains an accession system that ensures that all data can be identified in the system, and any resubmissions of data are recorded as such
- c. All data, metadata and supporting information are stored as original files and also as part of the database systems backups

## **Citation of Data**

Data Sources should be acknowledged by a citation. The citation must include as a minimum a reference to the ICES database where the data extraction was made and the year in which the database was referenced. Preferably, data is cited by using the dataset's PID. When no PID is available, one can cite the dataset using one of the options below:

### **Standard citations**

"ICES Acoustic trawl dataset 2019. ICES, Copenhagen"

"ICES Impulsive noise portal, 2020. ICES, Copenhagen"

### **Extended citations**

"ICES Database of Trawl Surveys (DATRAS), Extraction 3 JUNE 2012 of International Bottom Trawl Survey (IBTS). ICES, Copenhagen"

"ICES Environmental database (DOME), Extractions 3-10 JUNE 2012; Chemical data for the OSPAR CEMP, Reporting laboratory(s) via British Oceanographic Data Centre (UK). ICES, Copenhagen"

A Data Citation may also include a URL to the database, and/or a URL to the metadata record. Additional citation information is made available in the Disclaimer file that accompanies the data download under the section 'Data Acknowledgement'.

### ***Change log***

<b>Description</b>	<b>Responsible</b>	<b>Date</b>
Initial version created from 2016 ICES data policy, and aligned to language used in revised restricted data licences.	Neil Holdsworth; Sjur Ringheim Lid; Chris Moulton (DIG sub-group on data policy revision)	03/02/2021
Policy adopted by ICES Council	ICES Council	28/10/2021