*(A markdown version of this template is available below)*

**Long Term Storage Data Description**

**Name Research Project - Data Description**

**Les (\*) dénotent un champ obligatoire**

General information :

* **Title of the research project (\*) :**
* Funding agency(ies) (UNIL, SNSF, EU, etc.) and grant number:
* **Dates covered by the project (period) (\*) :**
* **Name, role and contact details of the PI (OrcID if available) (\*):**
* Name of the editor of this Readme (if different from the PI) **(\*):**
* **Date of writing of this Template (\*):**
* Document version

**Your data and their links**

* **General description of the data set (5 lines max) (\*) :**
  + Nature: raw versus, analysed data
  + Mode of collection: experimental, observational
  + Format: (un)structured text, spreadsheet, image, video, audio, database, map, etc…
* **Contains personal data (yes/no) (\*):**

***Donnée personnelle*** *« Toute information qui se rapporte à une personne identifiée ou identifiable » (LOI 172.65 sur la protection des données personnelles ([LPrD](https://prestations.vd.ch/pub/blv-publication/actes/consolide/172.65?key=1543934892528&id=cf9df545-13f7-4106-a95b-9b3ab8fa8b01))).*

***« personal data »*** *means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (*[*GDPR* 2016](https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=FR#d1e1489-1-1)*)*

* **Among the personal data, contains sensitive data (yes/no) (\*):**

***Donnée sensible***

*« Toute donnée personnelle se rapportant :*

-    *aux opinions ou activités religieuses, philosophiques, politiques ou syndicales, ainsi qu'à une origine ethnique ;*

-     *à la sphère intime de la personne, en particulier à son état psychique, mental ou physique ;*

-     *aux mesures et aides individuelles découlant des législations sociales ;*

-     *aux poursuites ou sanctions pénales et administratives. »*

*(LOI 172.65 sur la protection des données personnelles ([LPrD](https://prestations.vd.ch/pub/blv-publication/actes/consolide/172.65?key=1543934892528&id=cf9df545-13f7-4106-a95b-9b3ab8fa8b01))).*

* **Are sensitive data encrypted (yes/no) (\*):**
* Any legal restrictions applied to the dataset other than the usual contract described in the « Directive du Conseil de Direction UNIL-CHUV du 02.12.2009 relative aux contrats et à la valorisation de la recherche » : [*link*](https://www.unil.ch/researcher/files/live/sites/researcher/files/pdf-doc/2010-directive-valorisation-unil-chuv.pdf) ***.*** If there are any other kind of contracts (IP, patenting, third part contract,…) mentioned it **(\*)**.
* **Did these data give rise to publication (yes/no)? And if so, provide the exact references with the DOI ? (\*):**
* **Estimated storage period (to be justified if > 10 years)(\*). If there are any other kind of legal obligation (e.g. 20 years for data associated to a patent based on the UNIL** [***directive 4.5***](https://www.unil.ch/files/live/sites/central/files/textes-leg/4-rech/dir4-5-donnees-rech3.pdf) **or 15 years for clinical data) mentioned it :**

**Organization**

* **Organizational structure of folders and sub-folders (\*):**
* **File naming system (\*):**

**Data collection**

* **General methods used for data collection (link these information to the description of your materials and methods from your papers if possible) (\*):**

**Processing, versioning and quality assurance**

* **Software used for data collection and processing (including version numbers) (\*) and associated file format:**

**Code books**

* **Did you generate a code book or other documentation defining the codes, symbols and abbreviations used in the files (\*). If yes provide the coodbook file name. If not make a link to the publications with your list of abbreviations.**