

## Scientific Data Policy

### General principles

The Scientific Data Policy of HiLASE Centre concerns the ownership, curation, archiving and access to scientific data and metadata collected and/ or stored at HiLASE Centre. HiLASE Centre is the custodian of the raw data and the associated metadata during the storage period. Acceptance of HiLASE Centre's Scientific Data Policy is a necessary condition for the award of Open Access beamtime. This condition is applied since the 5<sup>th</sup> Open Access call for beamtime in 2021.

### Access to raw data and associated metadata

All raw data and the associated metadata obtained as a result of public research will be made available as open access after an initial embargo period of 12 months during which access is restricted to the experimental team, represented by the Principal Investigator.

On the other hand, all raw data and the associated metadata obtained as a result of a proprietary research will be owned exclusively by the client who purchased the access and is not covered by the Scientific Data Policy. Data from proprietary research will neither be made available as open access nor curated or stored at HiLASE Centre. Data from proprietary research will be removed after the experiment from the HiLASE Centre storage, unless otherwise agreed with the management of HiLASE Centre.

### Data retention practices

HiLASE Centre will store the data generated in user experiments according to its best ability but assumes no formal responsibilities for data storage and its format. Users are expected to take home a copy of their data. Users are also responsible for meeting the data management requirements of their home institutions and funding agencies.

Experimental data and metadata collected at HiLASE Centre may be stored at and retrieved from the facility for a period of up to 5 years. This service is provided on a best effort basis and depends on the availability of resources and may change at any time if these resources become unavailable.

### Curation of raw data and associated metadata

All raw data and metadata will be curated in well-defined formats, for which the means of reading the data will be made available by HiLASE Centre. Raw data will be read-only for the duration of its storage. Raw data and metadata will be migrated or copied to archival facilities for long-term curation.

Once data have been provided to the user group, the user group is responsible for managing the long-term retention of their data.