Tłumaczenie: Ewa Łozińska-Małkiewicz (tłumacz przysięgły języka angielskiego)

1. **Description of data, and acquisition or re-use of data available**

**The manner of data acquisition and new data developing and/or re-use of data available (up to 1000 characters)**

The research will mainly rely on the re-use of data available. They will be data in the form of texts and drafts of legal acts, universally available scientific publications and jurisprudence. The data will be acquired in the form of copies of printed library materials and in digital form. The first of them will be acquired from library resources, particularly coming from university libraries. Digital resources will be acquired from databases and resources available through the Library of the Nicolaus Copernicus University in Toruń and other libraries in Poland. In the materials that will be written based on the data acquired, each time, the latter will be indicated and described.

**Data acquired or developed (for instance type, format, number**, **(up to 1000 characters)**)

While conducting scientific research, text data will be used, or else simple text, standard office documents, structured text etc. Research data for storage purposes will be collected in commonly used, standard formats such as: doc, docx, pdf, odt for text documents and jpg, pdf for graphic ones. It is not possible to estimate the exact volume of files. Probably it will range from a few hundred to even tens of thousands of files with a total size, ranging from a few to several dozen gigabytes.

1. **Documentation and data quality**

**Metadata and documents (e.g. data methodology or acquisition and manner of data putting in order) which accompany the data (up to 2000 characters)**

Research data will be stored in folders. Conventions, versions and folder structures will be developed while conducting the research. A uniform and predictable convention for files and folder names will be adopted. In order to make it easier for the grant Principal Investigator and project Guiding Scientist/Mentor to find and identify the requested information, it will be appropriately marked. First of all, folders and files contained therein will be properly titled. Readme files will be formed with the information related to the content, origin, structure, etc. Each document will also be provided with an appropriate bibliographic description. Additionally, a bibliographic list will be drawn up in alphabetical order. The purpose will be to mark and store the data in a computer-readable manner.

**Data quality control measures applied** **(up to 1000 characters)**

In terms of research, both the issue of partiality and the risk of data incorrectness can only be minimized through a thorough dissection of sources with the use of legal expertise, a comparative analysis of data contained in each source, as well as an analysis of sources of data origin and the period they were drawn up. When analysing some sources, they shall be treated with more caution, e.g. those from the period of more intensive censorship, i.e. between the years 1944 and 1989. The quality assessment will be implemented at various stages of research. On principle, the judgments of the Supreme Court and those of ordinary courts are of high quality, however, these sources shall not be treated uncritically. Quality control of the materials acquired will be based on an analysis of their content and the assessment of compliance with the principles of legal science.

1. **Data storage and backup while conducting the research**

 **Data and metadata storage and backup while conducting the research (up to 1000 characters)**

Research data will be stored with the principles of caution and utmost care maintained. The 3-2-1 backup principle will probably be applied, based on storing 3 copies of data, with the use of at least 2 data storage media and 1 location outside the main data storage location. The intention will be to store a copy of the data on the hard drive of a personal computer, as well as on an external hard drive and on-line using the PIONIER Box archiving and file exchange services and those operating in the cloud model. Data will be stored in electronic form. Mass storage devices will be used for this purpose. Some data, if necessary and possible, will be also stored in paper form. The storage of data will not be outsourced. The data will be stored for the term of the project and a minimum of 10 years afterwards. The copies will be made manually with the time frequency laid down. The Principal Investigator will be responsible for making the backup copies and for data recovering.

 **How data safety and sensitive data protection will be** **ensured while conducting the research (up to 1000 characters)**

The data to be stored are not sensitive ones, and thus it is useless to introduce complex safety systems. The research will be based on data publicly available to researchers, as well as those anonymised, acquired pursuant to the provisions on access to information. Data lost can be recovered owing to the use of backups. Ultimately, the Principal Investigator and the Guiding Scientist/Mentor will gain access to data while the project being conducted. The data protection strategy at the Nicolaus Copernicus University in Toruń is based on generally applicable legal rules. If necessary, secure on-line data storage services made available by NCU will be used.

1. **Legal requirements, the code of proceedings**

**How the compliance with the provisions related to personal data and data safety are ensured while data processing (up to 1000 characters)**

The processing of personal data while conducting the scientific research will be based on the provisions of generally applicable law, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC and the Act of 10 May 2018 on the protection of personal data, as well as implementing acts thereto. If needed, while conducting the research, a decision will be taken to use anonymisation, pseudonymisation or to introduce a special access procedure for authorized users of personal data. As currently no sensitive data are stored, it is not necessary. In addition to the abovementioned legal acts, the Code of the National Science Centre will be the basis to set out the decisions related to the processing of personal data.

**How other legal issues will be dealt with e.g. intellectual property rights** **(up to 1000 characters)**

 While conducting the scientific research, the provisions of law generally applicable in the territory of the Republic of Poland will be applied. With regard to intellectual property rights, this is in particular the 4th February, 1994 Act on copyright and related rights (Journal of Laws of 2019, item 1231, as amended). In the case of a conflict between the provisions on property law and of intellectual property rights, the above-mentioned act shall prevail. In consequence of the fact that the Principal Investigator is not employed by the Nicolaus Copernicus University, the Principal Investigator is the owner of the proprietary copyrights. The decision on the licence used may be changed. Finally, this will be a Creative Commons BY-SA licence. Besides the above-mentioned issues, the Code of the National Science Centre will also prevail while making decisions on other legal matters.

1. **Data making available and their long storage**

**How and when to make data available. Limitations, if any, of data making available or reasons of embargo (up to 1000 characters)**

In consequence of the copyright law rules, no data will be made available apart from the bibliographic list. The data will be stored for a period consistent with the guidelines of the National Science Centre or longer. The exact date when the research results will be made available cannot be stated. It may result from the speed of the reviewing process and the publishing policy of a given journal or publishing house. The data will be made public when the scientific articles are published.

**How data to be stored will be selected and the locality for their long time storage (e.g. data repository or archives,** **(up to 1000 characters)**

 The decision which data need to be kept and which to be destroyed for reasons, arising from contractual, legal or regulatory provisions, as well as those with regard to data keeping, will be made by the research project Principal Investigator after consulting the project Guiding Scientist/Mentor. One of the selection procedure criteria for data to be fixed will be their usefulness for further research, if any. Then, they can be made available in the Research Data Repository of the Nicolaus Copernicus University.

**Program methods or tools to facilitate the access to data and their use** **(up to 1000 characters)**

 No specialized equipment is needed either to have access to or to use data. The only tools necessary to use the data and have access thereto are laptops/PCs with Internet access and a web browser. Long-term storage of data with their long term validity maintained does not require any conversion. The application of any additional equipment seems unnecessary, however, while conducting the research, this decision might be changed, if needed. The data will be made available in the collection of the Nicolaus Copernicus University on the RepOD platform.

**How the application of a unique and permanent identifier will be ensured (e.g. Digital Object’s Identifier (DOI)) for each set of data** **(up to 1000 characters)**

Particular decisions on the application of a unique and permanent identifier will be taken while conducting the research and they may be changed. Finally, the data that will be made available in the RepOD research open data repository will be given a DOI identifier. Furthermore, the correct description of the data, stating: the author, title, characteristics, keywords in Polish and in a foreign language, e.t.c., will remain under the care of the librarian of the Nicolaus Copernicus University, which guarantees their correct drawing up and introducing into the correct system.

1. **Tasks related to dealing with the data and resources**

**Person (e.g. function, position and employer) responsible for dealing with the data (e.g. data steward,** **(up to 1000 characters)**

 It is the project Principal Investigator’s responsibility to play the role of data controller of the relevant data. All decisions of the Principal Investigator with regard to the management of the project data will be taken after consultation with the project Guiding Scientist/Mentor.

**Measures (e.g. financial and time specific) dedicated to manage the data and to ensure the traceability, access, interoperability and re-use of data (up to 1000 characters)**

At present, there seems to be no need to acquire additional resources so as to prepare research data for storing and archiving. The costs necessary to draw up such data for their making available and storing, if any, will be estimated by the project Principal Investigator after consultation with the project Guiding Scientist/Mentor. At the moment the application is submitted, given the fact that the activity of the open research data repository is free of charge, it does not seem necessary to apply for additional funds for this purpose.