Data and IT regulations and guidelines

- All data acquired on instruments at OICE or accounted for and managed by OICE belong to the FAU or the UKER and are normally under the supervision and responsibility of the respective PI. Raw data, that have been used in any public way (publications, grant proposals, conference contributions, PhD theses e.g.) have to be kept and made accessible for a period of ten years. According to the principle of subsidiarity the respective PI is in charge to comply with these meanwhile mandatory data handling and storage regulations.

- OICE offers as a service, free of charge for active users, the temporary storage of imaging data on the OMERO server.

- Storage is permitted for one year starting with creation of respective data. Data exceeding the **one year period** will automatically be deleted on a rolling circle scheme, from the OMERO server.

- The maximum amount of storage per user is **500 GB**. If this quota is exceeded, the account will be temporally locked until space is freed. Short-term (< six weeks) exceedance of the quota can (only) be pre-arranged if justified.

- Although OICE provides and maintains a professional high end RAID server & storage solution, supported by an incremental back-up server, it cannot be held responsible for any loss of data. PIs are responsible themselves for ensuring that raw data are stored and back-upped safely. The RRZE and the MIK, respectively offer back-up solutions as a service to its members of staff.

- Data acquired at the OICE should first be saved locally (on a dedicated data partition on the microscope PC, if possible; we propose to create a dedicated folder for each user).

- To transfer data to the user's home institution and/or make it available online, the data is thereafter imported into OMERO using OMERO.insight. Instructions can be found on the OICE wiki.

- After the user made sure that her/his data is successfully imported, the local copy on the microscope computer must be deleted. Data on local drives older than two weeks will be deleted by OICE without further notice.

- Other files (i.e. microscope settings etc.) can be transferred from the microscope computers by uploading them to OMERO as an attachment to an existing project, dataset or image.