

## Bylaws on the use of data from the University of Tokyo Hokkaido Forest

Developed on July 1, 2020

Corrected on August 24, 2020

Corrected on April 20, 2021

(Purpose)

Article 1.

The purpose of these bylaws is to ensure the fair and orderly use of the data held by the University of Tokyo Hokkaido Forest, Graduate School of Agricultural and Life Sciences, the University of Tokyo (hereinafter referred to as UTHF).

(Scope of data, data use, and data users)

Article 2.

The data specified in these bylaws refers to various types of measurement, surveying, observation, instrumentation, and recording data (numerical values, texts, theories and laws, computer programs, sounds, images, videos, drawings, etc.) acquired as part of the UTHF operations (including those funded by external sources) and held by the UTHF, which have not yet been published.

2. Data use refers to viewing, copying, or reproducing the data specified in the preceding paragraph and using it for research or other purposes.

3. The following persons shall be allowed to use the data.

(1) Faculty, staff, and students of research and educational institutions who use data for research purposes.

(2) Those who conduct research in collaboration with faculty members of the UTHF.

(3) Those who use the data for the purpose of education, social cooperation or highly public projects; the Director of the UTHF will evaluate the appropriateness of the purpose.

4. “Data users” are defined as those who listed as “Applicant” or “Co-users” in the application form which is approved in Article 4.

5. Depending on the data, it may be required to include at least one faculty member of the UTHF as a co-user. In such cases, the co-user should be included as a co-author when the results are published.

(Procedures for data use)

Article 3.

Applicant shall fill in the prescribed items according to the Application form (Form D) provided by the UTHF, and submit it to the Director of the UTHF to receive a data use permit.

(Permission to use data, validity period of the permit)

Article 4.

The Director of the UTHF shall evaluate the appropriateness of the application; if the application approved, the

Director of the UTHF shall issue a data use permit to the applicant.

2. The valid term of the data use permit shall be for a period not exceeding one year through the end of the Japanese fiscal year (from April to March) when the permit is issued. If an extension is desired, the Application form shall be submitted prior to the expiration of the valid term.
3. When the validity period of the data use permit expires, the loaned data shall be promptly returned. Photocopies or copied electronic data may be retained for storage purposes only, and the procedures in Article 3 shall be performed again for any new use.

(Publication of results)

Article 5.

Results refer to the works created by data users using the provided data. Publication refers to the creation of printed materials, including graduation theses, master's theses, and doctoral dissertations; any articles published in academic journals, books, and other publications; presentation and exhibition at academic conferences and other meetings; and publication on the internet.

2. When data users publish or submit research results using the provided data, they must clearly state that they have used data owned by the UTHF.
3. It is prohibited to publish all or part of the provided primary data as a part of the publication including appendices.
4. When the results are published, the data user shall submit two copies (photocopies or reprints), an electric file (PDF) or access information (URLs, etc.) of the published results to the Director of the UTHF as soon as possible.
5. The handling of published results shall be in accordance with the provisions of the Copyright Law.

(Obligations of data users)

Article 6.

The data user shall be prohibited from providing the provided data and any unpublished results created from the provided data to any third party other than the co-user.

2. The data user shall strictly manage the provided data and any unpublished results created from the provided data, and shall prohibit them from being leaked to outside parties.
3. It is prohibited to place the provided data or any unpublished results created from the provided data in a place where it can be accessed by anyone other than the data user specified in the application for data use.
4. The data user shall be responsible for the strict management of any unpublished results using the provided data, even outside the period of validity of the data use permit, in light of the purpose of these bylaws.

(Revocation of usage permission and penalties)

Article 7.

The Director of the UTHF may revoke permission for data use or order the suspension of data use when a data user violates these bylaws.

2. A data user who has been ordered to cancel or suspend the use of data as described in the preceding paragraph shall promptly return the data loaned by the UTHF, and shall dispose of or delete the provided data from the recording media.
3. The Director of the UTHF may restrict the use of the UTHF for the time being to data users who violate these bylaws.

(Exemptions)

Article 8.

If the provided data is published by the UTHF within the validity period of the data use permit, the application of these bylaws shall be excluded.

2. The procedures for exemption from application shall be as follows

- (1) The Director of the UTHF shall notify the data applicant in documents that these bylaws are no longer applicable.
- (2) The applicant who has been notified shall inform the co-users and thereafter use the published data in accordance with the Copyright Law.
- (3) The data user who has been notified shall promptly dispose of or delete the data provided by the UTHF in accordance with Article 4, Paragraph 3. The UTHF assumes no responsibility for any discrepancies between the provided data and the published data.

Supplementary Provision: These bylaws shall come into effect as of July 1, 2020.

Supplementary Provision: These bylaws shall come into effect as of August 24, 2020.

Supplementary Provision: These bylaws shall come into effect as of April 20, 2021.