Data Service Provider:	**Depositor:**
Social Science Data Archives	Full name:
University of Ljubljana Faculty of Social Sciences Social Science Data Archives Kardeljeva ploščad 5 1000 Ljubljana, Slovenia	Institution:
	Address:
	Email:

DEPOSIT AGREEMENT

1 INFORMATION ABOUT THE STUDY

Title of the study that is the subject of the deposit:

Funder and project number under which the study was conducted:

The study was conducted under the auspices of (enter the name of the institution, organisation, or centre, e.g. Faculty of Social Sciences, Centre for Political Science Research):

2 AGREED TERMS OF DEPOSIT

The depositor shall deliver the digital objects from the above-mentioned study (see *Appendix 2: List of delivered digital objects and terms of sharing*) to the recipient or their legal successor for storage and further distribution to users in accordance with this agreement. The digital objects are handed over as the sole author, in agreement with the co-authors, or based on authorisation from the holder of the right to dispose of the digital object (e.g. the client commissioning the research). The depositor retains all rights to the delivered digital objects and keeps a copy.

The depositor authorises the data service provider to review the submitted digital objects on their behalf and assess their potential for archiving and publication in the active digital preservation system (A). If the assessment is positive, the service provider may prepare the digital objects for access and reuse in accordance with the ADP's mission. If the study does not meet the conditions for active preservation, it will be classified in the basic curation system (B).

The data service provider has the right to refuse archiving and publication if it determines non-compliance with the ADP Collection Development Policy and notifies the depositor accordingly.

The data service provider shall confirm that it has taken over the deposited digital objects from the study for the purpose of preservation and dissemination to users under the conditions agreed in this deposit agreement.

In accordance with the conditions set out in this agreement, the data service provider has the right to publish the deposited digital objects in the ADP Collection and to share the associated metadata in publicly accessible Slovenian and foreign data portals and catalogues. Metadata include a description of the study, the data, and the accompanying material, and are shared under a CC0 licence. Any exceptions are defined by the depositor in the Report on Exceptions, which forms an annex to this agreement (for more information, see *3.3 List of Copyright Options, Explanatory Notes*).

The data service provider shall review the deposited digital objects and invite the depositor to make any necessary additions. If the research is classified as active preservation (A), the depositor will be asked to review and authorise the digital objects prepared for publication before they are published. If the depositor does not submit any remarks within 30 days of the request, the digital objects are considered authorised and the recipient may publish them in their collection.

This agreement shall enter into force seven (7) days after the survey is submitted for review and shall remain in force indefinitely, or until a new agreement is concluded.

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URL: **https://www.adp.fdv.uni-lj.si/**
E-mail: **arhiv.podatkov@fdv.uni-lj.si**

Each party may revoke the submission, acquisition, or archiving of materials in writing within six (6) weeks of signing the initial agreement.

If the data service provider subsequently determines that there are ethical, legal, or other reasons why the material should be withdrawn, it has the right to unilaterally terminate the agreement and inform the depositor.

The data service provider undertakes to treat the material confidentially and to destroy it securely if, for any reason, archiving does not occur. If a digital object has already been published and it is later determined that it must be withdrawn, its metadata will remain published in the ADP collection, accompanied by a statement explaining the reasons for non-archiving or deletion. The cancellation does not apply to digital objects that users acquired before it came into force.

The contact details of the depositor obtained during the material deposit process shall be stored in the list of ADP depositors, which is administered by the ADP as its processor, and shall be processed exclusively for the purposes of implementing this agreement.

Annexes:
1. General Terms and Conditions
2. List of deposited digital objects and terms of sharing

	Depositor:	Data Service Provider:
		for the Head of the Social Science Data Archives
		Mag. Maja Dolinar
Date:		
Signature:		

ANNEX 1: GENERAL TERMS AND CONDITIONS

1 MISSION OF THE SOCIAL SCIENCE DATA ARCHIVES AND PURPOSE OF PROCESSING DIGITAL OBJECTS

The mission of ADP's long-term curation of digital objects is to sustainably provide and promote services for the acquisition, active preservation, and access to high-quality research data, supporting their reuse for various purposes and ensuring alignment with the needs of target users. ADP actively preserves research data relevant to social science analysis, with an emphasis on issues affecting Slovenian society and data relevant to Slovenian society and social science, regardless of geographical origin.

On behalf of the Republic of Slovenia, the ADP serves as the national data service provider for social sciences through its membership in the Consortium of European Social Science Data Archives (CESSDA).

In 2018, the ADP obtained the CoreTrustSeal certificate and thereby achieved the status of a trustworthy data archive.

The ADP operates by selecting and preserving high-quality data that is, as far as possible, openly accessible to researchers and the public. Such access helps reduce unnecessary duplication of research, improve the quality of research findings, and ensure the long-term preservation of materials for future research needs.

As part of its mission, ADP acquires research materials, checks the suitability and quality of the digital objects it acquires, prepares metadata for active preservation and usability, creates data files in appropriate formats, and prepares comprehensive accompanying documentation. The scope of processing depends on the system under which the research is classified: active preservation (A) or basic curation (B). After processing, the materials are published in the ADP collection.

The ADP provides users with different types of access to data, whereby users commit themselves to professional codes of ethics, including the protection of confidentiality and adherence to data-related legislation, as well as the obligation to provide a citation when using the data, regardless of the regime under which the data is accessible.[1] Regardless of the method of access, users undertake to comply with professional and ethical standards of data management, including confidentiality, compliance with applicable legislation, and the obligation to cite sources correctly when using materials.

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[1] For more information, see chapter *Types of Access to Data and Materials in the ADP* in the current version of the ADP Digital Preservation Policy

2 DATA SECURITY AND PROTECTION

Before making a deposit, the depositor must comply with the requirements of the General Data Protection Regulation (GDPR), Slovenian personal data protection legislation, and the rules of the relevant ethics committee.

When using digital objects from the ADP collection, the user is always bound by legislation on personal data protection, the ethical rules of the profession, and other recommendations and obligations regarding the careful use of data, such as avoiding attempts to identify individuals or cause other possible harm, as well as by the General Terms and Conditions of Use of ADP Data in force on the date of signing the Agreement (Available via: https://www.adp.fdv.uni-lj.si/pogoji-uporabe/).

2.1 SANCTIONS

If a violation is established, the ADP shall revoke the user's right to continue using the microdata to which they have been granted access and reject any further applications for access to the material by the user. The user may also be held criminally liable for the violation.

2.2 TYPES OF ACCESS WITH EXPLANATIONS FOR USE

The depositor in ADP submits comprehensive material that enables understanding and further use of the research. This includes, in particular:
a) Accompanying material, such as questionnaires, information letters, examples of consent forms, summaries, code lists, show cards, instructions to respondents, instructions for interviewers, research progress forms, leaflets, etc.
b) Reports and publications.
c) Data files.

The depositor describes each digital object submitted to the ADP and determines how it will be shared (as a publication, archive, or reference copy). For digital objects intended for publication, the depositor also determines the appropriate type of access and licence.

Table 1 presents the types of access from which the depositor selects the appropriate option for each digital object intended for publication. In line with the principles of open science, the aim is to enable the most open access possible, thereby supporting broad use of research results. When selecting the type of access, the depositor considers applicable legislation, ethical principles, and the principle of "open as much as possible, closed as much as necessary".

Table 2 presents the methods by which archival and reference copies are shared. These copies support the preparation of data for publication but are not themselves subject to publication.

Based on the depositor's selection, the application for the transfer of digital objects automatically generates a Deposit Agreement and a List of Deposited Digital Objects, specifying the terms of sharing and the licence for use (Annex 2). Upon publication of the material, the depositor receives the final version of the Agreement, including an updated Annex 2 with the final list of published digital objects.

Table 1: Types of access to digital objects intended for publication

Method of distribution: digital objects for publication (see Annex 2, point 2a).		
TYPE OF ACCESS	**EXPLANATION**	**LICENCE[2]**
ACCESS WITHOUT REGISTRATION	Access to digital material is open and available through the Dataverse application without registration. Users may download digital material to their computers, provided they comply with the ADP's general terms and conditions, applicable legislation, and the ethical principles of research.	CC0 (preferred) CCBY, CCBYNC
ACCESS UPON REGISTRATION – publicly accessible file (PUF) The Public Use File (PUF) is available to the public upon prior registration. The data in the PUF is carefully anonymised so that individuals cannot be identified and does not contain any sensitive information. It is intended for broader use, including outside the academic community. ***Access conditions:*** - Registered user	Access to digital material is intended for registered users for analysis purposes. Users access digital material through the Dataverse application.	CCBY, CCBYNC

ACCESS UNDER SPECIAL CONDITIONS

If the depositor determines that it is not possible to remove all direct or indirect identifiers that could enable the identification of individual units under study or lead to unwanted disclosure of content, access shall be granted under special conditions.

Such a decision may be made, in particular, in the following cases:

- Risk of harm due to the disclosure of personal, confidential, secret, or sensitive information.

- Other legal or ethical reasons that restrict the sharing of material.

Penalties for violations are set out in section 2.1.

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[2] Licences are defined in the chapter 3.3 Explanatory Notes.

ACCESS UNDER SPECIAL CONDITIONS– file for research purposes (SUF) The Scientific Use File (SUF) is primarily intended for researchers conducting scientific analysis. It contains more detailed data than the PUF, which may increase the risk of indirect identification or exposure of sensitive information, potentially leading to unwanted disclosure. Therefore, additional access conditions apply. *Conditions for access:* • Registered user with researcher status (ARIS) • Application for access to data and other digital objects upon request • Approval by the ADP Commission • Other users, such as students or citizen scientists, must attach a signed Statement on mentoring in the use of digital objects from ADP to their application for access to data and other digital objects when requested.	To access the digital object, the user must register and submit an **Application for access to data and other digital objects upon request**. If necessary, a Statement on mentoring in the use of digital objects from ADP must also be provided. The ADP Confidentiality Protection Committee reviews the applications received, examines their content, and assesses the possibility of granting access. Based on this, the committee decides whether to grant or deny access. *The ADP grants the user access via the Dataverse application.*	CCBY, CCBYNC
ACCESS UNDER SPECIAL CONDITIONS – protected file (ScUF) A Secure Use File (ScUF) contains data with a high level of sensitivity or risk of disclosing individuals' identities or other confidential content; therefore, access is strictly limited. Users may access these digital objects only in a specially controlled environment, such as a secure room. Access is granted only if strict conditions are met. The use of secure digital objects is strictly regulated. *Conditions of access:* • Registered user with researcher status (ARIS) • Application for access to data and other digital objects upon request • Approval by the ADP Commission	To access digital material, users must register and submit an **Application for access to data and other digital objects upon request**. Access is granted only to registered researchers who have a researcher code at ARIS. The ADP Confidentiality Protection Commission reviews the application, verifies its content, and assesses the possibilities for access. Based on this, it decides whether to approve or deny access. In special cases, permission from the relevant ethics committee in the research field or the user's organisation is also required before access can be granted. *Access is provided in the ADP secure room. After the review, ADP securely delivers the results to the user.*	CCBY, CCBYNC

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• Assessment by the Ethics Commission • Agreement on the use of data and other digital objects in the ADP secure room		

Notes regarding reviewer access

REVIEW ACCESS	Digital objects are available for reviewing scientific works, such as articles or doctoral dissertations.	The digital object is accessible only to the author, the journal editor, reviewers, or the doctoral thesis defence committee. Reviewers are granted access only to the digital object necessary to verify the research findings.

Notes about embargo option

EMBARGO	The **embargo** is an exception and an additional option that allows the authors of the research to restrict access to digital objects in the ADP for other users for up to six months from the date of signing this agreement.	Metadata is freely accessible in the ADP catalogue. Digital objects are accessible to authors, ADP, and, subject to special agreement with the authors, other users. In the event of a research request, ADP forwards the request to the authors, who decide whether to share the data before the embargo expires.

Table 2: Method of distribution for digital objects that will not be published (see Appendix 2).

TYPE OF ACCESS	TYPE OF DIGITAL OBJECT	EXPLANATION
Archival copy (2b)	The digital object is stored to verify the consistency of data and documentation, including copies of master's and doctoral theses. If the digital object has particular historical value, the method of sharing it over time may be changed in accordance with applicable law.	Access is restricted to the authors, the research client, and ADP. If necessary, a special agreement with the author may be made regarding access.
Reference copy (2c)	**For reference** only.	The digital object is intended exclusively for ADP viewing. Upon completion of the ADP acquisition and publication process, the digital object is destroyed in accordance with the Policy on Disposal of Material.

3 TYPES OF DIGITAL OBJECTS, FORMATS AND COPYRIGHTS – EXPLANATIONS IN COMPLIANCE WITH ANNEX 2: LIST OF DEPOSITED DIGITAL OBJECTS AND CONDITIONS OF SHARING

3.1 LIST OF TYPES OF DIGITAL OBJECTS

ADP Forms and Permissions

1. Client permission to share data (if applicable)

Data

1. Data file

Materials Required to Conduct Research

1. Example of information document or letter
2. Example of participant consent
3. Questionnaire or other data collection instrument
4. Data collection protocol
5. Show cards
6. Instructions for respondents
7. Instructions for interviewers
8. Research progress forms
9. Leaflet
10. Coding book, list of codes or categories, code list

Results

1. Frequency statistics for all variables
2. Report written immediately after the study – study report

Publications Based on the Data

1. Publication (article, monograph, other)
2. Doctoral and master's dissertations
3. Documentary programmes

Other

3.2 RECOMMENDED FORMATS

Type of Material	Recommended Formats	Other Formats
Structured text files (Study Description Form, Questionnaire, Codebook etc.)	Structured metadata description of the questionnaire (*.xml), according to the DDI or CAI software (*.bmi) *.rtf or other textual format (*.doc, *.txt, etc.)	Printed version of the material *.pdf or other graphic format
Structured numeric data (Data file)	SPSS (*.por, *.sav) ASCI (*.txt metric or a data file, equipped with labels + computer-readable description of the data file with the names and categories of variables)	Other statistical packages (e.g. STATA, R, Microsoft Excel) Tables (*.xls etc.) Databases
Freely formulated textual materials for tracking original documentation (Questionnaire, Instructions for Interviewers, Address to Respondents, copies of research reports)	*.pdf or another graphic format + printed version	*.rtf or other textual format (*.doc, *.txt, etc.)
Textual data	Rich Text Format (.rtf) plain text, ASCII (.txt) eXtensible Mark-up Language (.xml), text according to an appropriate Document Type Definition (DTD) or schema	Hypertext Mark-up Language (.html) Common formats: MS Word (.doc/.docx) OpenDocument Text (.odt) Software specific formats: NUD*IST, Nvivo, ATLAS.ti in MAXQDA
Still image	TIFF 6.0 uncompressed (*.tif),	PEG (*.jpeg, *.jpg, .*jp2), GIF (*.gif), TIFF other versions (*.tif, *.tiff), RAW image format (*.raw), Photoshop files (*.psd), BMP (*.bmp), PNG (*.png), Adobe Portable Document Format (PDF/A, PDF) (*.pdf)

Source: Recommended formats, ADP (https://www.adp.fdv.uni-lj.si/en/recommended_formats/)

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3.3 LIST OF AVAILABLE COPYRIGHT OPTIONS

The depositor makes the material available to users under the terms of Creative Commons licences. These are set out in Annex 2, Table 2a: Digital objects for publication.

This work is offered under a Creative Commons licence Public Domain Dedication (CC0 1.0).

This work is offered under a Creative Commons licence Attribution 4.0 International (CC BY 4.0).

This work is offered under a Creative Commons Attribution-NonCommercial 4.0 International (CC BY-NC 4.0).

Explanatory Notes

In line with the principles of open science, open access, and open data in data archives, we encourage researchers to share all digital objects under a CC0 licence, provided this complies with legal and ethical requirements. The main advantage of the CC0 licence is that it permits the widest possible range of uses, including computational use, while authors of new research remain morally obliged to cite and acknowledge the original authors. However, when integrating an unmanageable number of data sources by computer, citation would also become unmanageable. In such cases, it is reasonable to forgo citation.

The CC BY licence requires citation of the original author, but the data may be used for both commercial and non-commercial purposes.

The CC BY-NC licence restricts reuse by requiring citation of the original author, and the data may only be used for non-commercial purposes.

Report on Exceptions

The authors prepare a **Report on Exceptions** only when, for justified reasons, the research metadata cannot be shared under the terms of the **CC0 licence**. This applies to descriptions of the research, data, and other digital objects. In such cases, the authors must attach a written report specifying which metadata cannot be shared and the reasons for the restrictions. The ADP may request additional clarification if necessary.

V7.2 Valid from: 10. 10. 2025

ANNEX 2: LIST OF DELIVERED DIGITAL OBJECTS AND TERMS OF SHARING

In Dataverse, you assign the required metadata to each digital object. Explanations are provided in Appendix 1: General Terms and Conditions.

Table 2a) Digital objects for publication

ID	File name	Title of digital object	Author of digital object	Year	Type of digital object	Metod of distribution	Type of Access	Licence	Notes (additional explanation e.g., reviewer access)
1				Select…			Select…	Select…	
2				Select…			Select…	Select…	
3				Select…			Select…	Select…	

Table 2b) Archival copies

The digital object is stored to verify the conformity of data and documentation, including copies of master's and doctoral theses. Access to the digital object is restricted to the authors, the research client, and ADP. If necessary, a special agreement with the author may be made regarding access.

V7.2 Valid from: 10. 10. 2025

ID	File Name	Title of digital object	Author of digital object	Year	Type of digital object	Method of distribution	Type of Access	Licence	Notes (additional explanation)
1				Select...					
2				Select...					
3				Select...					

V7.2 Valid from: 10. 10. 2025

2c) Reference copy

Digital objects are intended solely for ADP's review. After the acquisition and publication process is complete, ADP destroys digital objects in accordance with its Policy on Disposal of Material.

ID	File Name	Title of digital object	Author of digital object	Year	Type of digital object	Method of distribution	Type of Access	Licence	Notes (additional explanation)
1				Select…					
2				Select…					
3				Select…					