Applying a licence in figshare

Introduction

Applying a licence to your research data enables you to establish copyright and specify how and in what circumstances your research data can be reused by others. You can also use licences to restrict how and when the data be reused. Licences typically allow re-use on the condition that certain terms are met, for example, that the data author is properly cited or that the data are not re-used for commercial purposes.

You must be the rights holder of the dataset to apply a licence.

Procedure

The **Licence** dropdown will be prepopulated with the **CC BY 4.0** licence. The University's Research Data and Primary Materials Policy specifies that the **Creative Commons – Attribution (CC-BY)** licence is to be used except where this is not appropriate. This could include:

- specific licenses required by funders or journals

- data collected includes sensitive or personal information which is not suitable for sharing

- licensing requirements of software or code. Creative Commons licenses are not suitable for these purposes and a large range of open licences have been developed to meet these needs. The ARDC Research Software Rights Management Guide outlines the different licenses available to give you the information to choose. A list of licenses is also available from the Open Source Initiative.

If the default CC BY 4.0 licence is not used, the alternative licence use and justification for using it must be documented in your Data Management Plan.

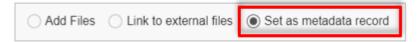Click here to view a summary table outlining the Creative Commons licences available.

A **Restricted Access** option is also available from the dropdown list of licenses. This may be appropriate to use when data cannot be published openly, e.g.

- includes sensitive information

- includes personal information or identifies individuals

- is commercially sensitive or has potential commercial applications

- ownership of data is shared with another party.

The University has a list of questions to consider before publishing data to assist you. If you are unsure about which licence to use, the ARDC's Research Data Rights Management Guide may help or please contact Research Support at figshare@adelaide.edu.au

In cases where Restricted Access is appropriate, you can select the **Set as metadata record** radio button when creating a record in figshare. This will allow you to create a record which describes your data but does not require you to upload the associated data files.

Class 3 and 4 data as described in the University's [Information Classification and Protection Standard](#) is **not permitted** to be stored or described in figshare and must instead be stored in a University managed storage solution. For assistance with class 3 and 4 data storage please contact Research Support at figshare@adelaide.edu.au

Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or https://uniadelaide.service-now.com/myit