

## Registration for PURE Research Database and Information about Data Use Agreement

### 1. What is PURE?

PURE is short for for “Publication and Research” and the name of Leuphana’s research information system. The purpose of the PURE is to enable the documenting and reporting of research activities undertaken at the Leuphana University. The goal is to better communicate research results and reduce the effort of submitting reports and dealing with enquiries. Information about the PURE research database including access to support services can be found in the intranet at:

<https://www.leuphana.de/en/intranet/research/current-research-information-system.html>

### 2. Conditions of use

(1) All members of the University can register for a user account. As a rule registration is open to researchers (personal user) as well as administrative staff responsible for data input or research reporting.

(2) In order to register for a user account you must first sign the data use agreement (see page 2). The conditions of use include the information about data use as well as the documents listed below. You may cancel your account at any time effective in the future (Unregister). The entries remain for the purpose of statistics and research reports.

(3) Agreement to the transfer of personal data from central systems is optional. If you do not agree to the automatic transfer of your personal data, then the synchronisation of this data with your PURE account will not take place and you must update your personal profile yourself or have it done by an authorised editor.

(4) Database users grant to the University non-exclusive rights of use throughout the world within the prescribed period, insofar as registered contents and documents are protected by copyright law. The *Guidelines for Working with Documents in PURE* contains details about the extent of the rights granted as well as rules governing limitation of liability.

(5) The contents of the research database can be used for recognised and legitimate purposes of research reporting. Good practice and data protection laws are to be observed. Details are governed in the *PURE Guidelines* (see related document section below).

(6) When an author leaves the University his or her account will be cancelled. The individual’s person entry is given the status “former employee”. The entries remain after a person has left the University for the purpose of statistics and research reports.

### 3. Related documents

<https://www.leuphana.de/en/intranet/research/current-research-information-system/pure-working-aids.html>

- Guidelines for Working with Documents in PURE
- PURE Guidelines
- Addendum 1 to the Establishment Agreement on the Implementation, Application, Modification or Extension of the SAP R/3 Systems Module HR

| Version  | Date                   | Author                  | Modification                                     |
|----------|------------------------|-------------------------|--|
| 1.0      | 14.02.2011             | B.Ebert, A. Kujath      | Agreed with the PURE Steering Group              |
| 1.1, 1.2 | 04.08.2011, 01.11.2012 | B.Ebert                 | Update   |
| 2.0      | 24.09.2014             | B.Ebert, E.Friedrichsen | Details on the rights granted, editorial changes |

- Agreed with the Legal Services Office -

#### 4. Information about data use

PURE contains personal data about projects, publications, scholarly activities, as well as expert and institutional profiles. Existing administrative data are made available using the following portals:

- 1) SAP: Externally funded projects (SAP data of external funding administration), information about personnel and organisational changes
- 2) RADIUS Service for user authentication when logging in (can be switched on and off manually)

| 1) Personal Data             | Source            |
|------------------------------|-------------------|
| Last Name, First Name(s)     | SAP               |
| Title/Academic Title         | SAP               |
| Organisational Affiliation   | SAP               |
| User ID                      | RADIUS            |
| Personnel Number             | Personnel Service |
| Existing Employment (yes/no) | SAP               |
| Sex (male/female)            | SAP               |
| Email Address                | RADIUS            |

| 2) Project Data (Research Projects) | Source |
|-------------------------------------|--------|
| Title                               | SAP    |
| Order Number                        | SAP    |
| Term                                | SAP    |
| Related Organisation                | SAP    |
| Estimated Cost                      | SAP    |
| Cost Centre (Number + Name)         | SAP    |
| Cost Centre Manager                 | SAP    |

In addition, import options for publications from literature research databases are available.

Researchers decide individually which information they would like to share with the academic community:

- 1) Amount of data entered – registers what is required for reporting
- 2) Visibility setting for individual entries (determines availability of entry for public use)

#### Personal data from central systems

Separate consent by the user is required for the person entry to be synchronised with the SAP personal data described above. The SAP personnel number serves as identification. It is only visible to the PURE Administration. For external funding projects the cost centre manager is identified. Data transfer is described in the Addendum 1 to the Establishment Agreement SAP HR.

#### Access to the data

- *Editing rights:* Researchers can view and edit all data about their content with their personal user account. Individuals with data administration or quality assurance responsibilities have editing rights for their organisational unit.
- *Viewing rights:* Short and long formats of all entries are visible for users (this can be checked using the “Preview” function). Public contents are made available via the Internet. For reasons of transparency, disclosure of externally funded projects and their sponsors will be made, unless there are compelling reasons against this.
- *Analyses and reports:* Individuals with responsibilities in research reporting receive viewing and reporting rights.

#### Consequences of withholding consent

Consent to the collection of the personal data described above is voluntary and can be revoked at any time effective in the future. You will not receive a PURE account however unless you grant your consent. Without a PURE user account you can search PURE contents, subject to visibility restrictions, using the public FOX research index. Without a PURE user account there will be restrictions on your inclusion in research reporting and for PURE-based reports and evaluations, as your data will not be considered automatically. In order to be considered in reporting and evaluation, you will have to make separate arrangements.

#### Consent to Data Use

In order set up a user account send the completely filled in and signed form via internal mail service to the office of Research Services or as a scanned copy via email to [PURE@leuphana.de](mailto:PURE@leuphana.de).

I have read the conditions of use described above as well as the Information on Data Use and consent to the use of my data for the following purposes:

- I consent to the synchronisation of my personal data as described above from central systems: Yes ☐ No ☐
- Please use profile data from my public profiles (e.g. myStudy, homepage): Yes ☐ No ☐
- Please use, if available, my personal photo in PURE. Yes ☐ No ☐

Name

Employed since (Date)

Email

Organisational unit

Date and signature