

Checklist for Data Use in Teaching and Associated Assignments

Please read the following carefully. This is a summary of the terms of use for the dataset supplied by ISSDA. You agree to the following when using the dataset:

1. Data may only be used for the current module/project
2. If data is required for additional projects/modules data must be reapplied for to issda@ucd.ie
3. Data including any copies created during the course of the module/project must be deleted upon completion of the module/project
4. The data is for your use only and must not be shared with other individuals/organisations
5. The data must be kept securely; this includes not sharing passwords or passphrases to the data. Data must not be stored on computers that allow unauthorized access. Data must not be stored on unencrypted USBs or other portable storage devices. In addition, follow any information security guidelines issued by your institution.
6. The use of Online Data Tools including but not limited to GenAI and AI is strictly prohibited. Online Data Tools include 'any software, application, system or platform that operates via the internet or a cloud-based service and is used to process, analyse, manipulate or generate data and other types of content, including but not limited to tools that employ "artificial intelligence" (AI) technologies, including generative AI technologies, that are designed to perform human-like cognitive functions such as learning, reasoning, problem-solving, understanding natural language, perception and generating new or original content'¹.
7. Notify issda@ucd.ie of any suspected or confirmed security breach or unauthorised access to the data.
8. Where the data contains pseudonymised personal data to adhere to General Data Protection Regulations (GDPR).
9. No attempt must be made to identify individuals and/or households within the data or to combine the data with other information that could re-identify an individual. No information may be disclosed that could potentially identify an individual.
10. Copyright and other intellectual property rights for the data and documentation remain with the data creator, funders, depositors and any other rights holders
11. Cite the data and data creators in all work using using or referencing the data or documentation
12. Declare, any work using the data, that those who carried out the original analysis and collection of the data bear no responsibility for the further analysis or interpretation of it.

The full terms of the ISSDA End User Licences are available on the [Policies and Forms page](#) on the ISSDA website.

¹ Definition of Online Data Tools - UK Data Service (2024). End User Licence Agreement. Accessed <https://ukdataservice.ac.uk/app/uploads/cd137-enduserlicence.pdf>