

Data request form COVID-19 Snapshot Monitoring (COSMO Germany)

Data usage procedure and data usage terms in reference to the project Germany COVID-19 Snapshot Monitoring (COSMO Germany): Monitoring knowledge, risk perceptions, preventive behaviours, and public trust in the current coronavirus outbreak in Germany

Last update: September 28, 2020

The most recent version of this document can be found here:

https://www.psycharchives.org/about/COSMO_License_Agreement.pdf

Please indicate:

	I am a researcher interested in secondary data analysis based on COSMO data and I will request a subset of the data. → proceed with (I)
	I am a collaborator of the COSMO consortium and will contribute variables to one or more waves. → proceed with (II)
	I am a member of the COSMO consortium and am planning a publication with external partners whom I intend to share data with. → proceed with (III)
	I am a member of the COSMO consortium and am planning a publication. → proceed with (IV)

(I) For researchers interested in secondary data analysis based on COSMO data

To use the data of this project, the following steps have to be undergone by data users:

1. Retrieve the codebook via PsychArchives from the digital research object (DRO) you just visited, and select variables of interest.
2. Draft a protocol of the planned research to be performed based on the selected variables. A template for writing study protocols can be found here: <http://dx.doi.org/10.23668/psycharchives.2801>.
3. Submit your draft study protocol / preregistration to PsychArchives: <https://www.psycharchives.org/contribute>.
4. Sign the terms and conditions below.
5. Specify the requested data, fill out and sign the license agreement below.
6. Send the signed forms to: cornelia.betsch@uni-erfurt.de, subject line: COSMO publication; emails with other subject lines may be dismissed.
7. The COSMO group will be asked for collaboration based on the preregistration and decides on data sharing.

In case of acceptance of your data request:

8. Submit your revised protocol to PsychArchives as a new version of your previously submitted protocol. Send the revised version to psycharchives-submission@leibniz-psychology.org and include the DOI of the original protocol for reference purposes.
9. Retrieve the data (delivered in CSV format) using the instructions provided to you via email.

(II) For collaborators of the COSMO consortium who contribute variables to one or more waves

To use the data of this project, the following steps have to be undergone by data users:

1. Retrieve the codebook via PsychArchives from the digital research object (DRO) you just visited, and select variables of interest besides the variables you deliver (e.g. demographics).
2. Sign the terms and conditions below.
3. Specify the requested data, fill out and sign the license agreement below.

4. Send the signed forms to: cornelia.betsch@uni-erfurt.de, subject line: COSMO publication.
5. Deliver variables to be included in COSMO.
6. During data collection and for the first data presentation you will receive the requested data in CSV format.

For publication:

7. Draft your idea (e.g. abstract, study protocol), and send it to cornelia.betsch@uni-erfurt.de, subject line: COSMO publication. In case of study protocols: Submit your protocol / preregistration to PsychArchives: <https://www.psycharchives.org/contribute>. A template for writing study protocols can be found here: <http://dx.doi.org/10.23668/psycharchives.2801>. You may submit a revised version of the protocol at a later stage.
8. The COSMO group will be asked to collaborate based on the draft; members will indicate their interest and provide feedback.

(III) For members of the COSMO consortium planning a publication with external partners

To use the data of this project, the following steps have to be undergone by data users:

1. Retrieve the codebook via PsychArchives from the digital research object (DRO) you just visited, and select variables of interest.
2. Draft your idea as an abstract or, ideally, as a study protocol, and submit the latter to PsychArchives: <https://www.psycharchives.org/contribute>. A template for writing study protocols can be found here: <http://dx.doi.org/10.23668/psycharchives.2801>.
3. External partner signs the terms and conditions below.
4. Specify the requested data, fill out and sign the license agreement below.
5. Send the signed forms to: cornelia.betsch@uni-erfurt.de, subject line: COSMO publication, and ask the COSMO group for collaboration based on the draft.
6. The COSMO group will be asked to collaborate based on the draft; members will indicate their interest and provide feedback.

In case of acceptance of your data request:

7. Submit your revised protocol to PsychArchives as a new version of your previously submitted protocol. Send the revised version to psycharchives-submission@leibniz-psychology.org and include the DOI of the original protocol for reference purposes.
8. Retrieve the data (delivered in CSV format) using the instructions provided to you via email.

(IV) For members of the COSMO consortium or co-workers of their institutions

To use the data of this project, the following steps have to be undergone by data users:

1. Draft your idea as an abstract or, ideally, as a study protocol / preregistration, and submit the latter to PsychArchives: <https://www.psycharchives.org/contribute>. A template for writing study protocols can be found here: <http://dx.doi.org/10.23668/psycharchives.2801>. In your draft, please specify which variables you will use in the analyses.
2. Ask the COSMO group to collaborate based on the idea; members will indicate their interest and provide feedback.
3. COSMO group members may decline the request in case they have added the data to the questionnaire.
4. Other COSMO group members may have planned to publish the respective data. A shared solution will be found.

(1) Terms and Conditions

The materials made available may be used for scientific purposes only. Scientific purposes are scientific research or teaching at an academic or research institution. Scientific research is the pursuit of knowledge in a systematic way especially by studying, thinking, observing, measuring, doing experiments, and developing and testing theories to describe the results of these activities and publish them publicly. The data may not be used for marketing purposes and commercial use. Forwarding the materials made available to any other person/third party is prohibited.

In case of publication/s based in full or in part on the materials made available, the COSMO group must be invited to participate as co-authors. Members of the COSMO group are: Cornelia Betsch, Lars Korn, Lisa Felgendreff, Sarah Eitze, Philipp Schmid, Philipp Sprengholz, Lothar Wieler, Patrick Schmich, Heidrun Thaiss, Freia De Bock, Michael Bosnjak, Volker Stollorz, Michael Ramharter, Saad Omer. Further potential co-authors may be suggested by the members. Involving the COSMO group members is suggested at the beginning of the research process. All authors have to fulfill regular criteria for authorship.

Further, appropriate credit has to be given by retaining identification of the creator(s) of the material and any others designated to receive attribution, e.g. by means of proper citation. The following reference publication of the COSMO project has to be cited: [https://doi.org/10.1016/S0140-6736\(20\)30729-7](https://doi.org/10.1016/S0140-6736(20)30729-7)

In addition, you are required to cite the DOI of all used digital research objects provided by PsychArchives.

The resulting publication should be uploaded to [PsychArchives as a preprint](#) before it is submitted to a journal to make results available to the public as soon as possible. Open access publication of the results is highly recommended. Analysis code has to be published with the manuscript, a link to the used data has to be provided in the manuscript.

In working with Digital Research Objects (DROs) from PsychArchives there shall neither be attempts to re-identify or contact research subjects, nor shall there be publication of information that may lead to the re-identification of research subjects. If the identity of any research subject is discovered, ZPID has to be notified in writing immediately and the so gained information has to be kept secret.

The agreement comes into effect upon receiving the data and is terminated when the intended scientific use, as described at the time of download, is completed.

If the Data User acts in breach of these terms and conditions, then the right of use will lapse immediately without the requirement of the other party objecting to the breach; any and all materials made available to the Data User and all copies of these materials must be destroyed. Any further use of the materials by the Data User, including but not limited to any potential modified data records, is prohibited.

Date, Name and Signature (Data user)

(2) License Agreement

for use of the following datasets from the COVID-19 Snapshot Monitoring (COSMO Germany):

Please specify the datasets requested by listing the data collection wave number and variable names in the following form:

DOI of requested research data:

Wave number:

TIME = (indicate wave number, e.g. 1):

Self-explanatory variable names, e.g. AGE, GENDER:

"TIME", "VARIABLE_NAME1", "VARIABLE_NAME2", "VARIABLE_NAME3", "VARIABLE_NAME4", "VARIABLE_NAME5", ...

between

Prof. Dr. Cornelia Betsch (on behalf of the COSMO project COVID-19 Snapshot Monitoring)
Universität Erfurt, Philosophische Fakultät, Seminar für Medien- und Kommunikationswissenschaft
Nordhäuser Str. 63, 99089 Erfurt, Germany

and

Title	
First name	
Last name	
Email	
Affiliation (university / institution)	
Description of intended use	
DOI of preregistration in PsychArchives	

Date and Signature (Data user)

Date and Signature (Prof. Dr. Cornelia Betsch, U of Erfurt)

In case of (III): additional signature of COSMO partner sharing data

The following text includes information pertaining to data protection and privacy that is obligatory according to EU (European Union) law.

Datenschutzrechtliche Informationen

Um unsere Informationspflichten nach den Art. 12 ff. der Datenschutz-Grundverordnung (DSGVO) zu erfüllen, stellen wir Ihnen nachfolgend gerne unsere Informationen zum Datenschutz dar.

(1) Welche personenbezogene Daten werden verarbeitet?

Das Leibniz-Zentrum für Psychologische Information und Dokumentation (ZPID) stellt Ihnen auf seiner Webseite einen Antrag auf die Nutzung von Forschungsdaten eines Datengebers zur Verfügung. Dazu werden vom ZPID folgende personenbezogene Daten verarbeitet:

- Wenn Sie beim Besuch der Webseite des ZPID auf den Datennutzungsantrag (License Agreement) zugreifen, werden über Protokoll- und Logdateien folgende Informationen erhoben:
 - Datum und Uhrzeit des Abrufs
 - Name des aufgerufenen Internetdienstes, der aufgerufenen Ressource und der verwendeten Aktion
 - Abfrage, die der Client gestellt hat
 - übertragene Datenmenge
 - Meldung, ob der Abruf erfolgreich war
 - IP-Adresse des aufrufenden Rechners
 - Clientinformationen (u. a. Browser, Betriebssystem)
 - Wenn der Datengeber nach einer Prüfung des von Ihnen in Schriftform ausgefüllten Antrags zu dem Ergebnis kommt, dass Sie die Daten zu wissenschaftlichen Forschungszwecken nutzen dürfen, übermittelt er Ihnen die Forschungsdaten. Das ZPID weist ausdrücklich darauf hin, dass es keine Informationen über die in der License Agreement erhobenen personenbezogenen Daten erhält. Diese sind ausschließlich dem Datengeber bekannt, der somit für die datenschutzkonforme Verarbeitung dieser Daten verantwortlich ist.
- (2) Zu welchen Zwecken werden die Daten verarbeitet?
- Die Daten aus den Protokoll- bzw. Logdateien dienen zur Sicherstellung der Funktionsfähigkeit der Website. Zudem dienen sie zur Abwehr und Analyse von Angriffen.
- (3) Auf welcher Rechtsgrundlage werden die Daten verarbeitet?
- Die Rechtsgrundlage für die vorübergehende Speicherung der Daten in Protokoll- und Logdateien ist Art. 6 Abs. 1 lit e DSGVO.
- (4) Wie lange werden die Daten gespeichert?
- Die Daten in den Protokoll- und Logdateien werden bis zu 48 Stunden direkt und ausschließlich für Administratoren zugänglich aufbewahrt. Danach sind sie nur noch indirekt über die Rekonstruktion von Sicherungsbändern verfügbar und werden nach sechs Wochen endgültig gelöscht.
- (5) An wen werden die Daten übermittelt?

Die im Rahmen der Antragstellung vom ZPID erhobenen personenbezogenen Daten werden ausschließlich im ZPID verarbeitet.

(6) Welche Rechte haben Sie?

Ihnen stehen bei Vorliegen der gesetzlichen Voraussetzungen folgende Rechte zu:

- Recht auf Auskunft über Sie betreffende personenbezogene Daten (Art. 15 DSGVO)
 - Recht auf Berichtigung Sie betreffender unrichtiger personenbezogener Daten (Art. 16 DSGVO)
 - Recht auf Löschung personenbezogener Daten (Art. 17 DSGVO)
 - Recht auf Einschränkung der Verarbeitung personenbezogener Daten (Art. 18 DSGVO)
 - Recht auf Widerspruch gegen die Verarbeitung personenbezogener Daten (Art. 21 DSGVO)
 - Sie haben nach Artikel 77 DSGVO außerdem das Recht, sich bei der Aufsichtsbehörde zu beschweren, wenn Sie der Ansicht sind, dass die Verarbeitung der Sie betreffenden personenbezogenen Daten nicht rechtmäßig erfolgt. Wenden Sie sich dazu an den Landesbeauftragten für den Datenschutz und die Informationsfreiheit Rheinland-Pfalz, Postfach 30 40, 55020 Mainz, 06131 208-2449, poststelle@datenschutz.rlp.de.
- (7) Wer ist für die Datenverarbeitung verantwortlich?

Verantwortlicher im Sinne des Datenschutzrechts ist das
Leibniz-Zentrum für Psychologische Information und Dokumentation (ZPID)
Universitätsring 15
54296 Trier
Telefon: 0651 201-2877
Fax: 0651 201-2071
info@leibniz-psychology.org

Sie finden weitere Informationen zu unserem Institut, Angaben zu den vertretungsberechtigten Personen und auch weitere Kontaktmöglichkeiten auf unserer Internetseite: <https://leibniz-psychology.org>.

Unseren Datenschutzbeauftragten Michael Gerards erreichen Sie unter Universitätsring 15, 54296 Trier, 06501/201-2037, mg@leibniz-psychology.org.

Die Bereitstellung der personenbezogenen Daten ist für die Bearbeitung Ihres Antrages und die Übermittlung der von Ihnen angeforderten Forschungsdaten zwingend erforderlich.