

Pre-Check for Tokyo University of Agriculture and Technology Research Data Public Release

When publicly releasing research data, check to make sure there are **no problems with all of the following checkpoints**.
If at any point you are unsure of whether or not it is acceptable to release research data publicly, contact the department written in the related consultation box.

Even if the result of the check reveals that public release is not appropriate, there are cases in which public release is possible by carrying out the proper procedures or postponing for a certain amount of time. In that case, we ask that you conduct a follow up, including contacting the departments in the consultation boxes, etc., and considering methods to release publicly in the future. Do not destroy research data that cannot be released publicly right away. Instead, save or store in an appropriate storage method.

Yes	No	Checkpoint	Body to consult	Reference material
Checkpoint 1: Do you have agreement from the individual(s) involved in the research?				
☐	☐	There is an agreement as to who holds the rights to the data.	-	
☐	☐	You have obtained consent for public release from all data rights holders, such as the individual(s) involved in the research and collaborating research institution(s).	-	
If an agreement has been reached with the individual(s) involved in the research, proceed to checkpoint 2.				
Checkpoint 2: Have you followed all of the Rules concerning the Implementation of Research that Focuses on People?				
☐	☐	There are no changes in the content concerning research data from the point at which the research plan was generated.	Research General Affairs/Risk Management Office	・東京農工大学人を対象とする研究の実施に関する規程 (In Japanese)
If there are changes in the content of the research data: Check against the Rules concerning the Implementation of Research that Focuses on People, make sure there are no problems, and proceed to checkpoint 3.				
Checkpoint 3: Is there any personal information included in the data?				
☐	☐	There is no information included in the research data that can identify an individual. Make sure there is no information included in the data that can identify a specific, living individual (name, date of birth, contact information, public service numbers such as passport numbers, facial recognition data, fingerprint information, etc.). Also, you must take special care to make sure there is no Sensitive Personal Information, which is handled strictly under the law (identifiers requiring special care so as not to cause unjust discrimination, prejudice, or other disadvantages to a person, such as the person's race, creed, social status, medical history, criminal record, or the fact of having suffered damage by a crime).	General Affairs Office	・Personal Information Protection Commission : Laws and Policies ・European Union (Your Europe) : Data protection under GDPR
If the data contains information that can identify an individual ⇒ If the data can be processed into a format that cannot identify an individual, proceed to checkpoint 4. ⇒ If the data cannot be processed: We will not publicly release this research data.				
Checkpoint 4: Is there any data related to security control included?				
☐	☐	The kinds of following data related to national security are not included in the research data. Does the research data include any list control technology set forth in the Foreign Exchange and Foreign Trade Act or closed access technology (information) that is an emerging technology which should be protected by the national government and can be (or could potentially be) transferred to industry? Examples: Advanced technology that has a major impact on national interests, such as AI / machine learning, advanced computing, quantum science, robotics, brain-computing interfaces, high-tech materials, and advanced security.	Security and Export Control Office	・Ministry of Economy, Trade and Industry : Security Export Control ・東京農工大学安全保障輸出管理規程 (In Japanese) ・Faculty and Staff Site : Security Control (on-campus only)
If there is data that is not appropriate for public release included : We will not publicly release this research data.				
Checkpoint 5: Are there any unreleased public records included in the data?				
☐	☐	There is no data pertaining to public records included in the research data. ※ Unreleased specified historical public records, etc. stored in places like the National Archives of Japan.	-	・公文書等の管理に関する法律 (In Japanese) ・The Cabinet Office : 公文書管理法で管理対象となる文書 (In Japanese)
If there is data related to public records included : Consult with bodies storing the public records, such as the National Archives of Japan. If the data cannot be publicly released, we will not publicly release this research data.				
Checkpoint 6: Are there any restrictions in contracts, such as contracts between the university and a company, etc. concerning joint research or the handling of intellectual property, or contracts between researchers and publishers, etc.? ※ When checking contracts, etc., make sure to not only check for statements about the public release of research results, also check to see if there are any rules about what happens after the contract expires.				
☐	☐	In the case of joint research or contracted research, I have received the consent of the other party concerning matters such as confidentiality agreements.	Industry-University Collaboration Office	・Ministry of Economy, Trade and Industry : 委託研究開発におけるデータマネジメントに関する運用ガイドラインとナショナルプロデータカタログ (In Japanese) ・東京農工大学共同研究取扱規程 (In Japanese)
☐	☐	There is no content restricting the public release of data in the content of the contract with a private company.	-	
☐	☐	There is no content restricting the public release of data in the content of the contract with a publisher. Examples: Publisher's policies, embargo, etc.	-	
☐	☐	There are no restrictions against the public release of data pertaining to industrial property rights that are pending or data that is expected to be commercialized.	URAC	
If there are restrictions : If there are any areas that can be adjusted to allow public release, adjust those areas. If adjustment is not possible, we will not publicly release this research data.				
Checkpoint 7: Is it appropriate to publicly release the data considering research field and community practices and standards?				
☐	☐	There is no data included that is generally restricted from public release by the research field or community. ※ In addition to international pacts, domestic law, declarations signed by academic societies, etc., be aware that there are also cases in which certain types of data are not acceptable for public release due to custom, even if not explicitly stated.	-	-
If there is data that is not appropriate for public release included : We will not publicly release this research data.				
Checkpoint 8: Did you check the data public release policy of the research funding agency, etc.?				
☐	☐	There are no restrictions on the public release scope and public release timing of data, data attribution, etc. in the policies set by the research funding agency, etc.	Industry-University Collaboration Office	-
If there is data that is not appropriate for public release included : We will not publicly release this research data.				