

SOCIAL SCIENCES DATALAB

Conditions for Requesting the Creation of New Databases

Overview

The Social Sciences DataLab supports the acquisition and inclusion of new research databases on behalf of faculty and researchers at NOVA SBE. Requests for new databases creation are assessed in accordance with DataLab's governance principles, licensing frameworks, and available resources.

This service is provided in accordance with the DataLab's mandate to support advanced research in the Social Sciences, and is subject to the policies, conditions of use, and data governance frameworks of NOVA SBE.

Depending on the nature of the data, it may be hosted on internal servers or in the controlled environment of the Safe Center. In all cases, knowledge and acceptance of DataLab policies is mandatory. All requests will be reviewed by the DataLab team to ensure compliance with security, ethical, and legal requirements before approval. Please provide as much detail as possible.

For technical consultancy and research support, contact: datalab@novasbe.pt

Eligibility

This service is available to NOVA SBE faculty, postdoctoral researchers, and PhD students engaged in academic research projects.

How to Request

Requests must be submitted via the form available on the Social Sciences DataLab webpage or by contacting datalab@novasbe.pt. The requesting researcher must provide all information described in Section 1 below in full before the request can be processed.

Section 1 — Information Required from the Requesting Researcher

1.1 Researcher and Institutional Identification

- Full name
- Institutional affiliation
- Academic position or role (faculty, postdoctoral researcher, or PhD student)
- Name of the principal investigator or project leader (if applicable)
- Name of the project

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- Funding reference (if applicable)

1.2 Database Identification

- Database name or identification of the associated project
- Name of the data provider or source institution (if applicable)

1.3 Access and Users

- Who will need access to the database (names, roles, and institutional affiliations of all expected users)
- What type of use will be allowed (e.g. viewing, copying, working directly with the data)

1.4 Data Delivery and Infrastructure

- How the data will be made available (e.g. file transfer, online access, or another method)
- Whether there will be regular updates or if it is a one-time delivery
- Approximate size of the database (in GB)
- Whether there is a need for additional storage space for versions or backups
- Whether data processing will be done within the same machine or environment as the database, or outside of it
- If processing is to take place outside the database environment, the method for extracting the necessary information must be described

1.5 Confidentiality and Security

The researcher must describe in detail the nature of the data, including:

- Level of confidentiality (e.g. public, restricted, or sensitive)
- Whether the data is confidential (accessed in a controlled environment, individually) or restricted (accessible only by specific departments or areas)
- Any specific security or legal protection requirements applicable to the data

Please note that DataLab only processes data encrypted at the source, whose anonymisation is guaranteed before transmission. Exceptions for encrypted data may apply in the Safe Center subject to specific requirements and prior request.

1.6 Purpose, Outputs, and Institutional Contribution

- Purpose of the data acquisition and intended research use

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- Estimated outputs (e.g. publications, working papers, policy reports)
- Expected contributions to NOVA SBE's research mission

Section 2 — Acknowledgement Requirements

The use of databases acquired through DataLab requires that all resulting outputs formally acknowledge the DataLab's contribution by including the following statement:

This work was funded by Fundação para a Ciência e a Tecnologia (UID/00124/2025, UID/PRR/124/2025, Nova School of Business and Economics DOI: <https://doi.org/10.54499/UID/00124/2025>) and LISBOA2030 (DataLab2030 – LISBOA2030-FEDER-01314200).

Section 3 — DataLab Policies

By submitting a request, the researcher confirms awareness of and agreement to comply with all applicable DataLab policies, including:

- Conditions of Use of the Internal Server
- Conditions of Use of the Computing Services
- Conditions of Use of the Safe Center
- Server Usage Acknowledgement Agreement

Copies of these documents are available at the library and on the Social Sciences DataLab webpage.

Section 4 — General Conditions

- The researcher is responsible for the accuracy and completeness of all information submitted.
- Access to each database must be requested individually by form, acknowledging the applicable conditions and rules of the specific licence or contract.
- The researcher is responsible for all use of their username and login credentials.
- Databases may not be used for commercial or personal activities.
- The researcher must not store, process, or analyse any confidential or restricted data outside the conditions established in the licence, partnership or contract. Exceptions for encrypted data may apply in the Safe Center subject to specific requirements and prior request.
- Data contracts are legal documents. Any breach of conditions may lead to legal, professional, or financial penalties, including loss of access to the resources.

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- The researcher recognises that server and computing resources operate with finite capacity shared among multiple researchers and commits to responsible and efficient use.
- All outputs must be downloaded and stored in institutional or approved storage environments.
- The IT team performs periodic maintenance and system clean-ups approximately every two weeks in the internal server. Inactive sessions will be terminated and files stored in non-designated locations may be removed without prior notice.
- Any evidence of misuse may result in a temporary block on the use of all school facilities.

Section 5 — Glossary of Key Terms

- **Confidential data:** data accessed exclusively in a controlled environment on an individual basis, subject to specific contractual restrictions.
- **Restricted data:** data accessible only to specific authorised departments or areas, governed by access control protocols.
- **Sensitive data:** data that requires heightened protection due to its nature or the legal framework applicable to it, including personal data subject to GDPR or equivalent regulations.
- **Encrypted data:** data whose anonymisation is guaranteed before transmission and which is processed only in encrypted form by DataLab.
- **Licensed database:** a database acquired under a contractual agreement with a data provider, governed by specific terms of use that are legally binding.
- **Safe Center:** the secure physical research environment (Room B105) providing controlled access to sensitive or restricted datasets under monitored conditions.
- **One-time delivery:** a single, non-recurring transfer of a dataset, as opposed to a database with regular or periodic updates.

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