Repository Crisis Scorecards (RCS) Project Data Policy

Effective Date: October 8, 2025
A collaboration between Tessera Strategies and Earth Science Information Partners (ESIP)

1. Overview

The RCS project, funded by the Alfred P. Sloan Foundation and jointly implemented by Tessera Strategies and ESIP, is committed to protecting the privacy of all participants. This policy describes how data collected specifically for this project will be used, stored, and shared. All project data practices comply with the ESIP Data Privacy Policy, which governs all ESIP-affiliated initiatives.

2. Information Collected

During the project, we may collect information through:

- Surveys or polls (Interest, feedback, and other participation forms)
- Focus groups
- Repository Crisis Scorecard (RCS) Submissions
- Correspondence related to project activities or awards

Information collected may include:

- Name, email, organization, role, and other contact information
- Responses to survey and focus group questions
- RCS submissions, scores and feedback
- Optional demographic or professional background information

3. Purpose and Use of Information

In service of the project's mission, the RCS initiative seeks to strengthen the resilience of data repositories during periods of crisis and to improve the tools and frameworks used to assess that resilience. Data collected through this work will help the community understand repository vulnerabilities, identify effective practices, and co-develop strategies to support sustained access to critical research data.

Data collected will be used solely for the purposes of this grant project, including to:

- Communicate about participation and project updates
- Provide prompt service and respond to inquiries
- Administer stipends and awards
- Conduct internal analysis to inform project deliverables (survey, RCS, focus groups, and white paper)
- Deliver final project outputs such as the white paper, reports, or presentations

De-identified and aggregated data may be used in publications, presentations, or shared resources to illustrate findings and insights from the project.

3.1 Focus Group Recordings

Focus group sessions may be recorded to ensure accuracy during transcription. Recordings will be used solely for the purpose of creating written transcripts. Once transcription is complete, all recordings will be permanently deleted. Identifying information (such as names, organizations, or locations) will be removed from transcripts before they are used for analysis or reporting.

3.2 Use of Artificial Intelligence (AI) Tools

The RCS project does not plan to utilize artificial intelligence (AI) tools for direct analysis of project data. Any use of AI will be limited to assisting with the improvement or refinement of already drafted text (such as editing summaries, reports, or communication materials) or generating code to process data locally.

In the event that AI tools are used during the project, all personally identifiable information (including names, organizational affiliations, contact details, and geographic identifiers) will be thoroughly redacted prior to any use. No identifiable or confidential data will be shared with any AI system.

4. Data Sharing and Disclosure

Individual information or RCS scores will not be shared publicly without explicit consent from the participant. We do not sell, rent, or lease any lists to third parties, and we will not provide your personal information to any third-party individual, government agency, or company at any time unless strictly compelled to do so by law.

5. Opt-In, Opt-Out, and Consent

Participation in surveys, focus groups, or other data-collection activities is voluntary. Participants may choose not to provide identifiable information; however, certain activities (such as the distribution of stipends or awards) require identifiable information to be processed. Participants may withdraw consent or request modification or deletion of their personal information at any time by contacting rcs@esipfed.org.

6. Data Retention and Security

Data collected for this project will be stored securely and accessible only to authorized project staff. Personally identifiable information will be separated from research data where possible.
De-identified, aggregate data may be retained for long-term research and reporting purposes consistent with ESIP's data retention standards.

7. Governance and Oversight

This policy is governed under ESIP's overarching Data Privacy Policy. Tessera Strategies and ESIP staff are responsible for ensuring compliance and for maintaining secure data management practices throughout the project.

Questions about this policy or data management should be directed to rcs@esipfed.org.