

Deposit in UCL Research Data Repository

Guidelines on applying an embargo to your upload

V1.2

What is an embargo?

There may be times when you want to delay the point at which people can access the data you upload. It is possible to apply a temporary embargo to your dataset.

Please remember that you shouldn't use the embargo feature to share personal data. **Personal data should not be deposited in this repository.**

Types of embargoes

There are two types of embargo:

- **File only embargo:** This makes it possible for people to view the metadata record associated with your upload but not to access the data. These files will become available one the embargo period has finished.
- **Whole upload embargo:** this embargo will apply to the whole upload including the metadata.

Benefits

There are several reasons you may want to apply an embargo. These could include:

- You want a **period of exclusive access** to your dataset but also want to be able to cite the dataset in publications, on project websites or at conferences. By uploading with an embargo you will still be issued with a DOI which you can cite in your publication.
- You have a **data sharing agreements** in place with a data provider, collaborators or another institution which requires a delay in the sharing of data.

Data which should not be embargoed

You should not use an embargo for:

- Data which you will never share. You should instead use closed access for uploading these records.
- Data which is not suitable for sharing i.e. personal data which you don't have permission to share.