

(Note: this English version is provided as a translation of the original Japanese version for the user's convenience.)

Rules for Use of Research Data Storage Service
(Established by decision of the Director-General of IIMC on March 31, 2025)

Article 1 Purpose

Pursuant to Article 12 of the Regulations for Use and Usage fees of Information Service by Data Center of IIMC, Kyoto University (established by decision of the Director-General of IIMC on March 31, 2014), these rules set forth matters necessary for the use of the research data storage service (hereinafter “the service”).

Article 2 Overview

This service provides the environment necessary within the research data storage infrastructure managed and operated by the Kyoto University Institute for Information Management and Communication for the purpose of enabling faculty and staff members, and other personnel at Kyoto University (hereinafter “the University”) to store and share data related to academic research (hereinafter “research data”), as well as for other purposes deemed necessary by the Director-General of the Institute for Information Management and Communication (hereinafter “the Director-General”).

Article 3 Types of services

The types of the service are as set forth in the following items.

(1) RDM Drive service

This service provides an environment for the storage and sharing of research data.

(2) Object Storage service

This service provides an environment for managing research data as unstructured data.

Article 4 Principal user (Applicant)

The following individuals (hereinafter “the principal user”) may apply to use the service.

- (1) Officers of the University and faculty and staff members (excluding students) engaged in research activities who are employed under the University’s employment regulations
- (2) Others deemed by the Director-General to have a particular need

Article 5 Application for use

1. Anyone wishing to use the service must, via the principal user, submit an application for use to the Director-General in accordance with the prescribed procedures and obtain approval.
2. The Director-General shall decide whether to approve or reject the application for use set forth in the preceding paragraph and shall notify the principal user of the decision.

Article 6 User administrator

A person responsible for managing use of the service (hereinafter “the user administrator”) shall be any of the following individuals.

- (1) A principal user who has been authorized to use the service

- (2) Officers of the University, and faculty and staff members employed under employment regulations designated by the University, who have been designated by those set forth in the preceding item
- (3) Others deemed by the Director-General to have a need

Article 7 Service users

A person authorized to use the service (hereinafter “users”) shall be the following individuals.

- (1) Individuals who have been authorized to use the service and the user administrator
- (2) Researchers and research assistants (both including students and persons outside the University) authorized by the user administrator to use the service
- (3) Others deemed by the Director-General to have a need

Article 8 Notification of changes

If any difference arises in use of the service from the intended use as stated in the application for use (excluding with regard to the period of use) during the use of the service, the user administrator must promptly submit a notification to the Director-General using the prescribed form to re-obtain his/her approval.

Article 9 Prohibited acts

Users must not engage in any of the following acts in the course of using the service.

- (1) Discrimination, defamation, insults, or harassment
- (2) Infringement upon the privacy of others
- (3) Dissemination of information in violation of confidentiality
- (4) Infringement upon the copyrights and/or other intellectual property rights of others
- (5) Interference with the service, or disruptive behaviors that affect, or are likely to affect, other users
- (6) Violation of any relevant laws or regulations, or of any rules set forth by the University (including the Kyoto University Regulations Concerning the Handling of Personal Information (Notice No. 1 of 2005) and the Kyoto University Regulations for Information Security Programs (Notice No. 43 of 2003)).

Article 10 Responsibilities of user administrator

In managing use of the service, the user administrator must appropriately manage users, access rights granted, and compliance with the prohibited acts set forth in Article 9.

Article 11 Responsibilities of user

1. In using the service, a user must comply with these rules, all other relevant laws and regulations, as well as other rules and policies set forth by the University. The user must, under their own responsibility, appropriately manage the research data stored in the user’s account (including taking measures to comply with handling restrictions in accordance with Kyoto University’s information classification standards).

2. When sharing research data with other users via the service, the user must, under their own responsibility, appropriately define the scope of sharing, access permissions, and other relevant settings in accordance with the nature of the data.
3. Users must, as necessary and under their own responsibility, create backups of any research data managed on the service.
4. Users must promptly comply with any request from the Director-General, serving as the overall administrator of the service, with respect to investigations or other cooperation pertaining to the service.

Article 12 Termination of use

1. In the event of reassignment, resignation, expiration of the period of use, or similar changes (hereinafter “reassignment, etc.”), users shall lose their right to access and make use of the service.
2. Prior to the loss of the right to access the service, users must transfer to other storage media, etc. or delete any research data stored on the service.
3. Following the loss of the right to access the service, a user’s deactivated account and any research data stored by the user on the service shall be retained for a period of six months.

Article 13 Authority of Director-General

The Director-General, serving as the overall administrator of the service, may carry out the following actions for the purpose of ensuring the proper maintenance and management of the service and addressing matters related to research integrity.

- (1) Transfer or delete a user’s research data after a period of six months has elapsed from the time the user lost the right to access the service due to reassignment, etc.
- (2) In the event that a user violates any relevant laws or regulations, or other rules and policies set forth by the University, or in the event of similar circumstances, forcibly suspend use of the service, delete the right to access the service, transfer or delete research data, or implement other measures without contacting the user in advance. Following the implementation of such measures, the Director-General shall, in principle, notify the user concerned.
- (3) Disclose a users’ research data and/or related information without contacting the user in advance when required by laws, regulations, etc.
- (4) Investigate a user, as necessary, with respect to use of the service, operational conditions, responses in the event of system failures, and fact-finding related to misconduct.
- (5) Add, modify, or discontinue functions provided by the service when necessary. When carrying out such actions, the Director-General shall endeavor to provide users with prior notice.
- (6) Make use of service usage logs for the purpose of maintaining the service environment and improving functionality.
- (7) Suspend provision of the service for maintenance work, system failure recovery operations, and similar reasons.

(8) Restrict functions of the service when a security incident is suspected, or when an event adversely affecting other information systems or the stable operation of the service is identified.

Article 14 Discontinuation of service

If the Director-General decides to discontinue provision of the service, users shall be given at least six months' prior notice.

Article 15 Miscellaneous

Any matters necessary for use of the service other than those set forth in these rules shall be determined by the Director-General.

Supplementary provisions

These rules shall take effect on May 1, 2025.