

Restrict access to data

There are several ways to *temporarily* restrict access to your data.

⚠️ if your data should *never* be made public, due to any of the allowable restrictions found in SD610, you may want to find an alternative repository, such as SI DAMS.

- [Definitions](#)
- [Private Link](#)
- [Embargo](#)

Data - both files and metadata - can either be **private** (not published) or **published**.

Within those two broad categories, data can also be **embargoed** for a specific time period, or permanently.

- For all options, you the uploader have access to your metadata and files via the editing window.
- For all options, a DOI may be reserved.
- For all options, you may generate a "**private link**" that enables another person to view *and download* the files and metadata for your dataset(s)
 - ⚠️ Use Private Link SPARINGLY.

All options for restricting access to your item can be found on the right-hand side of the editing window under **Item actions**.

Item actions

 [Add embargo](#)

 [Share with private link](#)

Definitions

For all **Published** items

- **Embargo** - hides the *files* and sets a time limit after which the files are publicly available.
 - You can also embargo the entire item (metadata and files) WHAT?
 - Metadata is visible to anyone, along with the length of the embargo and the reason for the embargo
 - When the embargo period is up, files are automatically made available.

For all **Private** items

- Metadata is only visible to you and your collaborators (for items that are part of projects.)

	private (= not published)	private link users	embargo (private)	embargo (published)
Metadata visible	No	Yes	No	Optional. includes when embargo will end
Files visible/ downloadable	No	Yes	No	No

Private Link

 What is a **Private Link**? if you choose "Generate private link" in the item editing window, anyone ANYWHERE with that link will be able to view your files regardless of their publishing status. *You can disable this link* by editing the item and clicking the red x next to Generate Private link.

⚠️ Use Private Link SPARINGLY.

Embargo

Add Embargo ✕

Hide the content (files only or the entire item) and have it available for selected audiences.

Embargo period
The embargoed content will become public on the date you select.

Select period... or until YYYY-MM-DD

Embargo type
On files only

On files only
✓ Files will remain private during embargo. The metadata record will be made publicly available.

On the entire content
Nothing will be made publicly available during embargo.

Please provide the reason why the files are under embargo...

Cancel **Add embargo**

Embargo period

The embargoed content will become public on the date you select.

Select period... or until YYYY-MM-DD

1 month

4 months

6 months

1 year

2 years

Permanent embargo

Embargo reason (optional)

i note that you can choose either a preset time period, including **permanent embargo**, or you can end the embargo on a specific date.

- You can apply the embargo to the **files only** or the **entire item**
 - if the entire item is embargoed, nothing will be visible to the public, not even the metadata
- Set the period of embargo or choose a specific date
 - You can change the date at any time *up to* the end of the embargo period by clicking the link to **edit embargo**
- You must provide a reason
- You can remove the embargo entirely by editing it and then selecting **disable embargo**
 - After disabling the embargo, if the item has already been made public, the entire item will be available and visible to people.
- Unless you have **not published** the item, after the embargo end date or period is reached, the item will automatically be made public.