User Charter & Contributor

ArchaeoFood Platform

Version 1.1 — 06/10/2025

Public project: CNRS / Clermont Auvergne University / INRAE

This Charter governs the use of the ArchaeoFood platform (consultation, deposit, extraction and reuse of scientific data on cereal-based preparations in archaeological context). It applies to all accounts and all deposited content. The platform is supported by public institutions (CNRS / Clermont Auvergne University / INRAE) and is part of open science policies and public information dissemination, subject to scientific, legal and heritage protection constraints.

1) Governance

ArchaeoFood governance is based on two bodies: the Operational Group (OG), a restricted group responsible for daily management (validation of agreements, dataset integration, moderation, arbitration); and the Advisory Council (AC), a larger body composed of qualified persons, which discusses orientations and may designate rapporteurs to process data requests. The composition and functioning (quorum, voting, invitations, rapporteurs, meetings) are published on the project website; OG decisions are taken by simple majority (50% quorum). An annual activity report is published.

2) Data contribution

Any natural or legal person holding documented and lawful data may contribute. Each deposit must respect a minimum metadata base: provenance (site/context, dates), methods (sampling, dating), column schema and data dictionary, quality (missing value rate), rights status and geographic precision level, as well as a reference contact. The contributor guarantees accuracy, traceability, respect for third-party rights (copyright/image rights) and the absence of unnecessary personal data. If image rights are uncertain, public dissemination is prohibited and the dataset is classified as Regime 2.

3) Data access regimes

• **Regime 1 (open)**: public data or data not subject to particular restrictions, made available according to open standards (Etalab 2.0 for data).

• **Regime 2 (restricted)**: data subject to access/dissemination conditions (IP rights, embargo clause, heritage sensitivity: e.g. precise site coordinates). Access is conditional on agreement and/or authorized profiles.

Sensitive data (e.g. precise location of sites susceptible to looting) are by default classified as Regime 2; in the public interface, coordinates are generalized (e.g. precision ? 0.1° or 10×10 km grid centroid). The regime may evolve over time (embargo lift after publication, etc.).

4) Data request / extraction

• **Regime 1**: acceptance of the Charter, identification and scope form; transmission in standard formats. Target deadline: response within 10 working days, delivery within 30 days for large volumes.

• **Regime 2**: acceptance of the Charter, processing by the OG (rapporteur) then specific agreement specifying access and usage conditions (purpose, duration, dissemination). Target deadline: acknowledgment within 10 days, decision within 30–60 days. Each extraction receives an export identifier (date, dataset version).

5) Data user commitments

• Cite the ArchaeoFood platform as source.

• Cite the original authors and references of the dataset (and the entry contributor if applicable).

• Include dataset version and access date in any publication/communication.

Non-compliance may result in access suspension and withdrawal of authorizations.

6) Intellectual property & licenses

Data (tables/CSV): Open License / Etalab 2.0. Images/illustrations: CC BY 4.0 unless explicit contrary mention by the rights holder; if rights are uncertain, Regime 2. Descriptive metadata may be open even if data are not (unless contrary clause).

7) Security & good use

• Strong password (? 12 characters), no sharing of credentials; 2FA recommended.

• Prohibition of unauthorized scraping; reasonable request limit per minute; possibility of technical blocking.

• Notification of security breach/incident within 72 hours to project contact; logging (logs) for security purposes.

• The team may correct, hide or delete any non-compliant content and suspend an account in case of abuse.

8) Personal data (GDPR)

Data controller: [Lead institution / Unit] — contact: [email]. DPO: [dpo@…]. Purposes: account/rights management, scientific traceability (editing history), security (logs), usage statistics. Legal basis: service execution (account), legitimate interest (security, GDPR-configured audience measurement), consent (optional communications). Durations: active account during use then deletion on request; security logs retained 6 to 12 months; editing traces retained for scientific integrity purposes. Processors: hosting and strictly necessary service providers, located in the EU and governed by Art. 28 GDPR. Rights: access, rectification, erasure, limitation, opposition, portability; exercise with [email] and the DPO; possible complaint to the CNIL.

9) Charter evolution

The Charter may be updated; substantial changes are notified. Continued use after notification constitutes acceptance of the new version. The accepted version is timestamped and attached to the account.

10) Acceptance

Creating a "Contributor" account requires: (1) careful reading of the Charter; (2) explicit acceptance (checkbox); (3) in Regime 2, signature of the specific agreement if applicable.

Appendix A — Practical information

Contacts: [Project generic email] — [DPO email] — [Laboratory postal address]

Standard citation format:

> *"Data: ArchaeoFood, Dataset X (Authors, Year), DOI/URL, version N, accessed on DD/MM/YYYY. Entry contributor: Institution/Team."*

Charter versioning:

The accepted version is recorded in the profile (fields terms_version & terms_accepted_at).

Appendix B — Approval / Signature

Done at:	**Date:**
Signature:	**Name/Stamp:**

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