



## Who has access to my data?

Access permissions are managed through the [Research Data Management Plan \(RDMP\)](#). In the [RDMP](#) different roles can be assigned and, based on this, different access levels will be provided to that project's section of the store.

- Users with the **Reader** role will have **read only** access.
- Users assigned **Contributor**, **Research Project Manager** or **Lead Chief Investigator** will have **read and write** access.

**Only UNSW staff can be granted access to the UNSW Data Archive.**

The [ResToolkit](#) site will list all RDMPs and the roles you have for each plan. See the [How do I know what access level I have in the Data Archive?](#), [How do I add / remove / update team member access in the Data Archive?](#) FAQs and the [RDMP and the Data Archive](#) page for more information on Data Archive roles.

Role	Description	Ingest (upload)	Egest (Download)	Search	Create namespace (subfolders)
Lead Chief Investigator (LCI)	One person per project who has full access to the Data Archive, usually a lead researcher	✓	✓	✓	✓
Research Project Manager (RPM)	Full access same as LCI. Usually is another researcher or member of the admin team	✓	✓	✓	✓
Contributor	Someone that has access to add data to the Data Archive but unable to create new folders	✓	✓	✓	✗
Reader	Someone that has read only access to the Data Archive and cannot add to the Data Archive	✗	✓	✓	✗

## Help and further information:

- To learn more about the Data Archive:
  - go to the [Start here](#) page
  - see all [Help Topics](#)
  - see all [Frequently Asked Questions \(FAQs\)](#)
  - browse through the carousel on the [homepage](#) to view all available videos
- To access the Data Archive Web application, use this [link](#), or, go to the [Home](#) page for other access options
- To create, or update, a Research Data Management Plan go to the [ResToolkit](#) service
- **Note:** the Data Archive service is also available over SFTP, see the [SFTP client guide](#) for more information