



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



RESEARCH DATA MANAGEMENT POLICY

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Introduction

- 1 The University recognises its responsibility to ensure that management of research data is undertaken to a high standard in accordance with good research practice.
- 2 Research data management refers to the storage, curation, preservation and provision of continuing access to digital research data.
- 3 The RCUK Common Principles on Data Policy¹, published in 2011, set expectations for the systematic and routine management and sharing of data. Many funding bodies now have research data management policies.
- 4 Research data is a valuable asset and can result in many benefits to researchers, the University and external bodies.
- 5 In common with all UK Higher Education Institutions, the University is required to comply with specific requirements such as those under the *Prevent* counter-terrorism statutory responsibility for managing security-sensitive research data. This Policy includes the requirement for such information to be secured and to offer access only to those who need it for study and research and having been approved as such by the University Ethics Panel.

Scope

- 6 This policy applies to approved research projects conducted at the University by all staff and postgraduate research students regardless of whether they are externally funded or not.
- 7 Research data includes, but is not limited to text files, spreadsheets, transcripts, photographs, film, audiotapes, data files, database content and artefacts. Researchers should maintain data in formats which facilitate data access and sharing. Guidance on suitable file formats is available from the UK Data Archive.²
- 8 Not all research data is suitable for long term preservation, but, as a guide, all data that underpins research publications and validates research findings should be preserved.

Principles

- 9 The University is committed to the following principles:
 - a The University supports the principle of open access to the research data of its researchers where ethically, legally and commercially appropriate.
 - b The University will ensure that the necessary infrastructure is in place to enable deposit, storage and access to data.
 - c The University is committed to continual improvement in its storage and management of research data.

¹ RCUK *Common Principles on Data Policy*. Available at: <http://www.rcuk.ac.uk/research/datapolicy/>

² UK Data Archive *File Formats Table*. Available at: <http://www.data-archive.ac.uk/create-manage/format/formats-table>

- d All researchers should include research data management plans in line with funders' requirements. All plans should address data capture, documentation and metadata, ethical and legal compliance, storage and backup, and selection of data for long term storage. A checklist for a data management plan is available from the Digital Curation Centre.³
- e Where possible, researchers should seek to recover any cost associated with research data management from the funding body.
- f The responsibility for data management for any research project lies with the most senior researcher associated with the project.
- g All research data must be registered with the University whether it is hosted by the University or retained elsewhere.
- h The ownership of research data and any derivative intellectual property in collaborative projects should be established before the start of a project.
- i Data will normally be retained for at least 10 years from the date of any publication which is based on it unless specific retention periods are specified by the funders.
- j Appropriate advice and development will be provided to researchers regarding data management by the Research and Enterprise Unit.

Other relevant University policies

- 10 This policy should be read in conjunction with the University's other policies and guidance including:
- Code of Good Research Practice
 - Ethics Policy
 - Freedom of Information Policy
 - Data Protection Policy
 - Intellectual Property – Policy and Procedures
 - Open Access Policy

³³ DCC (2013) *Checklist for a Data Management Plan* v4.0. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>