Research Data Management Policy for UEL

Preamble

The University of East London recognises that good research demands good data management in the support of academic integrity, openness and good stewardship. It will ensure that research data is managed to high standards throughout the research data lifecycle[i] as part of its commitment to academic excellence. This policy will ensure UEL is in accordance with Research Councils UK's Common Principles on Data Policy[ii] as well as the specific requirements of the Engineering and Physical Sciences Research Council[iii]. It is mandatory for data subject to contractual obligations from funders (such as a research council), and recommended for others. It was adopted by the Research & Knowledge Exchange Committee on 15 March 2012.

Research Data Management Policy

1. Research data created by UEL staff will be managed in compliance with RCUK's *Common Principles on Data Policy* and community standards throughout the research data lifecycle as part of UEL's commitment to academic excellence.

2. Primary responsibility for compliance with this policy lies with Principal Investigators (or UEL lead investigators) as Data Owners.

3. PIs will be offered a central source of information, guidance and contacts on research data management through the UEL website. This will encompass legal, IT, costing, data tools, storage, access restrictions and so on, and will be developed in consultation with research-active staff.

4. There is a presumption of releasing data created at UEL in order to meet regulatory and contractual requirements, with appropriate safeguards. In particular, the legitimate interests of participants will be protected in line with research ethics approval, and personal data will typically be anonymised if appropriate for release[iv].

5. Deans will support compliance with this policy through their Research and Knowledge Exchange Leaders or equivalents, and make arrangements for stewardship of datasets in the absence of PIs[v].

6. Data management plans [vi] (DMP) are mandated at UEL for all externally-funded datasets created after 1 May 2012, and recommended for other datasets. Library & Learning Services (LLS) will create a register of datasets based on the data management/sharing plans required by funders at the project planning stage in conjunction with PIs and Research and Development Services (ReDS).

7. LLS will develop by 1 May 2015 an infrastructure and support service for research data created in consultation with Schools and Services. This will include a portal for datasets which are suitable for sharing.

8. Appraisal (review) of datasets by relevant parties will occur at project end, and every 5 years thereafter (or in accordance with funder requirements) until a dataset is transferred or destroyed.

9. LLS staff will assist PIs to transfer data to external services where appropriate, and record any transfers and destruction of datasets in the central register.

10. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers without retaining the rights to make the data openly available, unless this is a condition of funding.

11. The Research Services Librarian will present an annual progress report on this policy and its implementation to the Research & Knowledge Exchange Committee.

[i] Digital Curation Centre (n.d.) *DCC curation lifecycle model*. Available at http://www.dcc.ac.uk/resources/curation-lifecycle-model

[ii] Research Councils UK (2009) *Common principles on data policy*. Available at http://www.rcuk.ac.uk/research/Pages/DataPolicy.aspx

[iii] EPSRC (2011) *Policy Framework on Research Data*. Available at http://www.epsrc.ac.uk/about/standards/researchdata/Pages/default.aspx

[iv] Guidance on personal data will be prepared as part of the implementation planning to create a research data infrastructure at UEL. There will always be some data too sensitive for general release even with anonymisation.

[v] For instance, on their departure from UEL or on an extended sabbatical.

[vi] Jones, S. (2011) *How to develop a data management and sharing plan*. Digital Curation Centre. DCC Working Level Guides. Available at http://www.dcc.ac.uk/resources/how-guides/develop-data-plan