March 2020

Policy on Managing Research Data at DMU

INTRODUCTION

1. De Montfort University is committed to research excellence and integrity and seeks to promote high standards of research data management throughout the research data lifecycle. T2 (a)10d(ns)1vers cy4 (c)4 ((nt)2 o)9.9 (N6 wtkchouhe rNmfa(e)10 houwth(he

POLICY STATEMENTS

6. All research data created by DMU researchers are the intellectual property of the University, unless subject to a grant, contract or other legally binding agreement signed by the University that stipulates otherwise. For the avoidance of doubt, where legislative requirements apply, those legislative requirements will take precedence over this policy.

7. All new research proposals for external funding must include research data management plans or protocols (DMPs) in line with the relevant funders' policies (bearing in mind that some funders may require a DMP to be in place even if they do not ask for it to be submitted to them). DMPs are also encouraged for research that is not externally funded, in order to enable cross-checking and validation, and support research integrity. Additionally, it may be the case that individual Faculty Ethics Committees might require a DMP to be submitted with ethics applications.

8. All DMPs should include responsibilities for data collection, documentation and metadata, ethical and legal compliance, storage and backup, selection of data of long-term value, preservation and data sharing.

9. DMPs should ensure that research data are available for access and re-use wherever appropriate and with appropriate safeguards. For example, where the openness of data is restricted as outlined in sections 16 and 17, it may be that metadata is still made available and data sharing for re-use agreed with specific individuals/organisations under an appropriate legal agreement such as a data sharing agreement or a non-disclosure agreement. This would need to be detailed in the DMP.

10.

DMU Researchers' Responsibilities

20. DMU researchers are required to comply with the conditions of their research funders' data management policies.

21. Responsibility for the creation of a DMP (where required), the updating of that plan, and the implementation of the plan throughout the research lifecycle during any research project or programme lies with the PI or most senior DMU researcher associated with the project.

22. All research data (through funded or unfunded projects) must be assigned a 'Data Steward'. This will normally be the most senior DMU researcher associated with the Project to which the dataset relates. The 'Data Steward' is responsible for ensuring the requirements of this policy are met and is the named contact for any enquiries about the data.

23. Where the research is part of a collaborative project led by an external partner, it is the responsibility of the most senior DMU researcher associated with the project to ensure that DMU is able to meet the requirements of this policy and to keep a copy of any DMP and other data agreements.

24. When undertaking research projects in collaboration with other institutions, organisations or individuals, DMU researchers should ensure that ownership and copyright of data generated and/or shared is specified in a data sharing agreement which sets out clearly the obligations and permissions of each party with regard to the data.

25. It is the responsibility of researchers to discuss with the relevant departments (e.g. ITMS, Library and Learning Services) whether there will be any cost to their project for the storage (including server patches), backup, deposit and retention of the project research data; and to ensure, before starting their research project, that any costs during the life of the project and after can be covered.

26. It is the responsibility of the researcher to handle personal data lawfully and according to DMU's internal data management procedures and according to the General Data Protection Regulation and Data Protection Act 2018.

27. It should be the default position that personal data cannot be treated as open data unless fully anonymised. However, it is accepted that in rare circumstances exceptions may need to be made, for example, with regard to oral history. Personal data should not be treated as open data in an un-anonymised form unless agreed by Research Services and, if necessary, by the Information Governance team.

28. DMU researchers should, where possible, include costs for storing and making data open in external funding applications.

29. Faculty Associate Deans for Research, Institute Directors and others responsible for research-active staff and students should ensure that DMU researchers in their areas are aware of the University's policy regarding research data management and its associated guidelines and procedures.

30. DMU researchers should ensure published results always include information on how to access the supporting data. Where data supporting publications is made open, it should be accessible by the publication date and in citeable format.

31. All 'external DMU researchers' agree to indemnify DMU in full for any legal costs incurred by DMU in relation to any legal action taken by DMU against any breach of this policy and or any policy mentioned within this policy.

DMU's Responsibilities

32. The University will provide access to training, support, advice and where appropriate, guidelines and templates for research data management and data management plans.

33. The University will provide the infrastructure to enable DMU research data management

"Documentation" means any digital files such as a codebook, technical report or methodology which explain the Research Data's production, structure or use.

"External DMU Researchers" means external consultants, visitors and contractors conducting research at or on behalf of the University.

"Metadata" means descriptive or contextual information that is associated with the data to assist in the identification, location and retrieval of it by users.

"Personal Data" means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

"Processing" means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection,