# RESEARCH DATA MANAGEMENT POLICY

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<thead>
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<th>Document Type</th>
<th>Policy</th>
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<tbody>
<tr>
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<tr>
<td>Scope / audience</td>
<td>Applies to all those conducting research under the auspices of the University</td>
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<tr>
<td>Contact point</td>
<td><a href="mailto:research-data@st-andrews.ac.uk">research-data@st-andrews.ac.uk</a></td>
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<tr>
<td>Approver</td>
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<thead>
<tr>
<th>Version Number</th>
<th>Purpose / Changes</th>
<th>Author</th>
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<tr>
<td>1.0</td>
<td>Drafted for discussion at Open Research Working Group ORWG</td>
<td>Anna Clements, Assistant Director Library</td>
<td>15/10/18</td>
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<td>1.1</td>
<td>Incorporated minor feedback from ORWG. For Discussion and Approval at Research Committee</td>
<td>Anna Clements, Assistant Director Library</td>
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1. Policy Statement

1.1. As one of the leading research-intensive universities in the world, the University of St Andrews places high value on the research conducted under its auspices; whether produced solely within its academic schools, its centres/institutes or as result of research pooling. More information on the University's research activities can be found at https://www.st-andrews.ac.uk/research/

1.2. The University is committed to excellence throughout its activities. These activities increasingly collect and produce raw and processed research data, much of which is valuable and needs to be retained over the long term. This applies equally to all disciplines.

1.3. The purpose of research data management is to ensure that research data is managed according to good practices for collection, curation, storage, management, retrieval, re-use, sharing, archiving, preservation and access, as appropriate for the data and discipline concerned, to support researchers to:

1.3.1. maximise the academic value of research data;
1.3.2. meet the expectations set out in the University's relevant policy and guidance (see Section 2.3)
1.3.3. comply with any applicable requirements of funding agencies and other stakeholders; and
1.3.4. where personal data is involved, protect the privacy of research participants by safeguarding their data.

1.4. The University expects that all research data will over time be made publicly available wherever possible consistent with any constraints necessary to meet funding requirements, statutory or ethical responsibilities.

1.5. Data should be deposited into an appropriate long-term archive. Such archives include national or international subject-specific archives, secure repositories for data with extreme confidentiality requirements, or a managed University repository (e.g. Pure). For the personal data of study participants, the measures indicated on the relevant ethical application form and communicated to the study participants must be adhered to when depositing data in a repository.

1.6. The University will maintain a central catalogue of metadata descriptions for indexing, archiving, naming, and retrieval of datasets and other objects, and will register the DOI or other stable name of all objects being managed to support uniform treatment.

2. Scope and responsibilities

2.1. This policy applies to all researchers and research data as defined in Section 3. This policy applies to all research irrespective of funding.

2.2. Within its statutory and other requirements, the University seeks to leave as much control over the data lifecycle with the researchers concerned.
2.3. **Researchers:**

2.3.1. Should develop a data management plan for the data to be collected and securely managed; protecting individuals and the University from accidental or malicious data loss. Such plans should include issues of confidentiality, retention, sharing, publication, preservation and open access, and describe how the collection of data and metadata will be integrated into their everyday research processes so as to make compliance with the data management plan, ethics requirements and legislation as simple as possible;

2.3.2. Should allocate appropriate resources (time and financial resources) for research data management in grant proposals.

2.3.3. Should deposit their data in accordance with this Policy (see Section 1.5)

2.3.4. Must act in accordance with other relevant University policies, referring to relevant guidance where provided: good research practice as outlined in the University’s ‘Good Research Practice Policy and Procedures’; the data protection principles as outlined in the University’s Data Protection policy; and the University’s Information Classification Policy

Links:
- [https://www.st-andrews.ac.uk/itsupport/security/classification/](https://www.st-andrews.ac.uk/itsupport/security/classification/)
- [https://www.st-andrews.ac.uk/assets/university/data-protection/gdpr-dpr-research-guidance.pdf](https://www.st-andrews.ac.uk/assets/university/data-protection/gdpr-dpr-research-guidance.pdf)

2.4. **Principal Investigators/Group leaders/Supervisors** should ensure that they and the researchers they manage receive appropriate induction, training and support in the handling, curation and archiving of research data.

2.5. **Heads of School** should provide oversight of data management within their Schools.

2.6. **The University** has a responsibility to ensure that systems are in place to support and reinforce good research data management. The University will provide:

2.6.1. Advice and guidance on the management of personal and otherwise sensitive data in line with legislation and how legislation supports academic research;

Contact: [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk)

2.6.2. Within cost constraints, access to services and facilities for the storage, backup, registration, deposit, curation, archiving and preservation of research data;

Contact: [research-data@st-andrews.ac.uk](mailto:research-data@st-andrews.ac.uk)

2.6.3. Advice, support, guidance and training on best practice in research data management;

See: [https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/)

3. **Definitions**

3.1. **Researcher** is defined as any person conducting research under the auspices of the University, including staff and students.

3.2. **Research data** are defined as the data, objects, materials or artefacts needed to reproduce/retrace the published outcomes of research, whether physical or digital.

3.3. **Personal data** is defined in the UK Data Protection Act 2018 as ‘any information relating to an identified or identifiable living individual’.