

Bath Spa University Research Data Policy



1. PREAMBLE

Bath Spa University (BSU) recognises its obligation to manage the data generated by research in an ethical, secure and responsible manner.

Research funders are clear about their expectations of research data management, and the University is committed to meeting these obligations. Although requirements vary by funder, current examples include the UK Research Councils *Common Principles on Data Policy*¹ and the UK Research Integrity Office *Code of Practice for Research*².

Research data is an asset, access to which is a benefit to the academic community and wider society. The University recognises that the effective management of this data can help researchers to better understand successive iterations of their research and allow new knowledge to be effectively shared.

2. POLICY STATEMENTS

1. The University affirms its commitment to managing research data with integrity and in accordance with best practice requirements of the Higher Education sector. The University complies fully with Universities UK Concordat to Support Research Integrity³.
2. The Principal Investigator for each research project is responsible for the management of data on that project.
3. Researchers are responsible for making themselves familiar with any contractual or funder policies pursuant to their research projects. The Research Support Office will provide support with this on request.
4. Data Management Plans must be developed, with the support of the Research Support Office, for all externally-funded research projects. See Appendix 1.
5. Where possible researchers should seek to recover any costs associated with research data management from the funding body.
6. Research data should be made openly available with as few restrictions as possible. Data should be stored in an accessible format that abides by all necessary and appropriate ethical considerations.
7. Research data should be retained after the project lifetime if they have potential value because they substantiate research findings, if they support any commercialised research, or if there are any funder requirements.

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

² UK Research Integrity Office *Code of Practice for Research*. Available at <http://www.ukrio.org/publications/code-of-practice-for-research/>

³ See *Bath Spa University handbook on research integrity and ethics*. Available at: <https://thehub.bathspa.ac.uk/services/research-and-graduate-affairs/research-support/research-integrity-and-ethics>

3. SCOPE

There cannot be an exhaustive definition of what constitutes research data, but for the purposes of this policy it may be constituted as anything created, captured or collected as an output of research in its original state.⁴ Data includes, but is not limited to, sound files, images, sketchbooks, lab books, performances, or text files.

The policy applies primarily to externally-funded research, although it is expected that all research data will be treated with integrity. Request for access to data will be handled on a case by case basis by the Research Support Office.

4. FURTHER INFORMATION

Further information about research data management is available from the University's Research Support Office: researchsupportoffice@bathspa.ac.uk

Responsibility for the quality assurance of research data curation lies with the Vice-Provost Research and Enterprise.

This policy will be revisited regularly to ensure it continues to meet the requirements of the Higher Education sector.

⁴ Acknowledgement is given to University of the Arts London from whom this guidance is borrowed.
<http://www.arts.ac.uk/media/arts/research/documents/UAL-Research-Data-Management-Policy-2014.pdf>

APPENDIX 1.

Example checklist for data management planning⁵

Administrative Data:

- Basic project information (title, identifier)
- Summary of the purpose of the research
- Details of any funder/contract compliance obligations

Data Collection

- Is there any existing data you can reuse?
- How will you create the data?
- How will you ensure the data can be stored and shared?
- What quality assurance processes will you adopt?

Documentation and Metadata:

- What information will accompany the data to ensure it can be interpreted in the future?

Ethics and Legal Compliance

- Have you gained consent for data sharing and preservation?
- How will you protect the identity of participants if required?
- Should access to data be restricted?
- How will you ensure compliance with relevant legislation including the Data Protection Act and Freedom of Information Requests?

Storage and Backup

- Where will you securely store the data and does the provider offer data centre, network and power resilience? What are the terms for existing or renewing the contract with the supplier?
- Who will be responsible for the data storage, backup and recovery?
- How will you ensure collaborators can access the data securely?
- How will you manage the risks to data security?

Selection and Preservation

- Which data should be retained and which destroyed? Why?
- What are the foreseeable uses for your data?
- How will the data be preserved? What costs are associated with this?

Data Sharing

- With whom will you share data and under what conditions?
- When will you make the data available?
- Are any restrictions on data sharing required? How can you minimise them?
- How will potential users find out about your data?

Responsibilities and Resources

- Who is responsible for implementing the Data Management Plan?
- What resources will you require?

⁵ Based on the Digital Curation Centre's *DCC Checklist* Available at:
<http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP-checklist-flyer.pdf>