

Research Data Management Policy
Version 1

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Policy Owner	Pro-Vice Chancellor, Research and Academic Quality
Lead contact	REF & Research Monitoring Manager

This policy defines the responsibilities at individual and institutional level which should guide the work of those involved in data collection, storage and maintenance.

1. Research data will be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence.
2. Responsibility for research data management through a research data management plan during any research project or programme lies primarily with Principal Investigators (PIs).
3. All new research proposals must include research data management plans that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
4. Research data management plans must ensure that research data are available for access and re-use where appropriate and under the requisite safeguards.
5. The legitimate interests of human participants of research data must be protected.
6. Research data and records should be:
 - Accurate, complete, authentic and reliable
 - Identifiable, retrievable, and accessible
 - Retained in a safe and secure manner
 - Retained in a manner that is compliant with legal obligations and, where applicable, the requirements of funding bodies and project-specific protocols approved by the University's Research Ethics Panel
 - Able to be made available to others in line with appropriate ethical, data sharing and open access principles.
7. Research data and any associated records should be retained for as long as they are of continuing value to the researcher and the wider research community, and as long as specified by research funder, patent law, legislative and other regulatory requirements. The minimum retention period for research data and records is three (3) years after publication or public release of the work of the research. In many instances, researchers will resolve to retain research data and records for a longer period than the minimum requirement.
8. Subject to third party interests, research data which supports a scholarly work produced by a member of University staff, shall be owned by the University and retained for an appropriate period of time in accordance with point 7. This period may extend beyond the period of employment of the staff member with the University.
9. Subject to third party interests, research data which supports a scholarly work produced by a student of the University, will remain the intellectual property of the student and be retained for an appropriate period of time in accordance with point 7.
10. If research data and records are to be deleted or destroyed, either because the agreed period of retention has expired or for legal or ethical reasons, this should be done so in accordance with all legal, ethical, research funder and collaborator requirements and with particular concern for confidentiality and security.
11. Research data will be offered for deposit and retention in an appropriate national or international data service or subject-specific repository, or a University repository.
12. The University will provide training, support, advice and where appropriate guidelines and templates for the research data management and research data management plans.
13. The University will advise on and provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after completion of research projects.
14. Any data which is retained outside of Aberystwyth University, for example in an international data service or subject-specific repository should be registered with the University.
15. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.