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## **Research Data Policy**

### **1. SCOPE AND PURPOSE**

- 1.1. Bournemouth University recognises the importance of research data, its value to society and the University's research excellence. This policy demonstrates commitment to the Research Councils UK Common Principles on Data Policy, to make publically funded research data "openly available with as few restrictions as possible in a timely and responsible manner that does not harm intellectual property" (Research Councils UK 2014).
- 1.2. These policy and procedures are applicable to all Bournemouth University Staff, Students (postgraduates and undergraduates) and visiting researchers carrying out research under the auspices of Bournemouth University. References hereafter to 'researcher(s)' include all staff, students and visiting research collaborators who are involved with research in connection with or as part of Bournemouth University. These policy and procedures must be followed by all researchers when planning, conducting and disseminating research.
- 1.3. The Bournemouth University research data policy and procedures herein provide a framework for compliance with the specific requirements of funders to make research data openly available, including data creation, preservation, curation, access and disposal.

### **2. KEY RESPONSIBILITIES**

- 2.1. The Pro-Vice Chancellor Research and Innovations has overall responsibility for the University research data policy, procedures and strategy.
- 2.2. Deputy Deans Research and Professional Practice (DDRPP), Departmental Heads of Research, Research Institute/Centre/Group, and Cluster Leads; are responsible for ensuring that researchers are aware of the policy; ensuring compliance; and succession planning.
- 2.3. The Principal Investigator or individual researcher of a research project or programme is responsible for complying with the policy and ensuring that all members of the research team are aware of, understand and abide by the policy.

- 2.4. The Research and Knowledge Exchange Office, Library and Learning Support, IT Services, and Legal Services are responsible for providing organisational support that enables researchers to comply with the policy.
- 2.5. Research Data Management Steering Group (RDMSG) is responsible for developing policy, systems, procedures and support that meet funder requirements and the emerging needs of researchers for Research Data Management (RDM).

### **3. LINKS TO OTHER BU POLICIES & PROCEDURES**

- 3.1. This policy forms part of the BU Code of Good Research Practice and should be read in that context.
- 3.2. It is recognised that providing access to research data may conflict with ethical and/or legal considerations. In such cases, the Research Ethics Code of Practice has precedence over this policy.
- 3.3. Specific requirements for the outputs of funded studentships will be detailed in 8A Code of Practice for Research Degrees.
- 3.4. Advice, Guidance and Procedures available at Research Data Management Guidance for BU Researchers

### **4. RESEARCH DATA POLICY**

- 4.1. All BU research data must be managed to the highest practicable standards throughout the research data lifecycle.
- 4.2. It is the responsibility of the Principle Investigator or individual researcher to produce and implement a data management plan. Any research should identify clear roles and accountabilities for all those involved in any research project, and ensure that all involved are informed of their responsibilities.
- 4.3. Data Management Plans (DMPs) must explicitly address data creation or capture, management, integrity, confidentiality, retention, sharing and publication and disposal.
- 4.4. Researchers must meet funder requirements for data management. Funder requirements take precedence over this policy. Details of UK research funders' requirements are available at <http://www.dcc.ac.uk/resources/data-management-plans/funders-requirements>.
- 4.5. Retention and preservation of research data in accordance with funder requirements, is a specific research cost. Where permitted by funders, the

costs of data management should be included in the DMP. Details of UK research funders' policies on supporting costs are available at: <http://www.dcc.ac.uk/resources/policy-and-legal/overview-funders-data-policies>.

- 4.6. Research data must comply with ethical, legal, and commercial requirements; it must be licensed appropriately such that the research is not compromised.
- 4.7. Unless funder or contractual requirements state otherwise, data should be licensed in a way that protects the right of the researcher and the University to be identified as the originators of the data, and retains the rights for the data to be made openly available for reuse. (<http://www.dcc.ac.uk/resources/how-guides/license-research-data>)
- 4.8. Open research data which is retained elsewhere should be registered with the University. Researchers should register their openly available data in the Bournemouth University institutional repository.
- 4.9. Researchers must provide on request, access to research data in a timely and responsible manner or, where this is not appropriate, must provide a sound reason for withholding access to such data (for example legal, ethical or commercial sensitivity).
- 4.10. Research data must be cited appropriately in published outputs and in accordance with any funder and/or publisher requirements.
- 4.11. Research data, records and primary materials should only be destroyed in accordance with all legal and ethical obligations, and with particular concern for confidentiality, security, collaborators and verification of any publications.
- 4.12. The University will provide support for identifying appropriate services that enable registration, deposit, storage, retention and access to research data.