

RESEARCH DATA MANAGEMENT POLICY

The University of Law's Research Data Management Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

1. The purpose of the University of Law's Research Data Management Policy is to ensure the safe management of research data captured from research workflows, such as from the administration of questionnaires, conduct of observations, and interviews or inputs and outputs created by analytical research software.

The policy is cognisant of other the UKRI Common principles on data policy (2018) and the University of Law Data Protection Policy (2019), and Data Retention Policy (Q4.12).

Introduction

2. Research Data Management (RDM) is an integral element to the research process and adjunct activities within the University of Law. Well managed and good governance of research data builds public confidence in the University to undertake ethical research.

The purpose of this policy is to articulate the University of Law's position concerning the management of research data, and role responsible for effective monitoring of research data management.

Responsibility for this policy

3. The ultimate responsibility for the development of this policy and any processes associated with research and upholding of highest standards of research integrity lies with the Academic Board.

Key Aims and Principles

4. The University of Law is committed to UK Research and Innovation (UKRI) Common principles on research data. There are seven principles:

4.1 **Principle 1** Publicly funded research data are a public good, produced in the public interest, and should be made openly available with as few restrictions as possible in a timely and responsible manner.

- 4.2 **Principle 2** Institutional and project specific data management policies and plans should be in accordance with relevant standards and community best practice. Data with acknowledged long-term value should be preserved and remain accessible and usable for future research.
- 4.3 **Principle 3** To enable research data to be discoverable and effectively re-used by others, sufficient metadata should be recorded and made openly available to enable other researchers to understand the research and re-use potential of the data. Published results should always include information on how to access the supporting data.
- 4.4 **Principle 4** RCUK recognises that there are legal, ethical and commercial constraints on release of research data. To ensure that the research process is not damaged by inappropriate release of data, research organisation policies and practices should ensure that these are considered at all stages in the research process.
- 4.5 **Principle 5** To ensure that research teams get appropriate recognition for the effort involved in collecting and analysing data, those who undertake Research Council funded work may be entitled to a limited period of privilege use if the data they have collected to enable them to publish the results of their research.
- 4.6 **Principle 6** In order to recognise the intellectual contributions of researchers who generate, preserve and share key research datasets, all users of research data should acknowledge the sources of their data and abide by the terms and conditions under which they are accessed.
- 4.7 **Principle 7** It is appropriate to use public funds to support the management and sharing of publicly funded research data. To maximise the research benefit which can be gained from limited budgets, the mechanisms for these activities should be both efficient and cost-effective in the use of public funds.

Ethical requirements

5 Together with the need to comply with legal and regulatory requirements, the University's Ethics Statement of Practice (2019) sets out a framework of ethical principles which articulates shared professional standards and values within the University.

Availability of research data

6 In accordance with the seven principles, access to any research data should be granted to those working on, or directly involved in the research project. Collection and processing of data must be handled and managed per the University of Law Data Protection Policy (2019), and Data Retention Policy (Q4.12).

Data should not be stored any longer than the datespecified in the ethics proposal.

Access requests to research data that supports published papers may be requested; however, the University advises that access to research data may be subject to restrictions which include:

- Date of destruction of data
- Sensitive data
- Commercial interest
- Intellectual property rights

Requests for access to research data should detail the research project/published paper, researcher details and intentions behind the request. Submitted to research@law.ac.uk.

Role responsibilities

7 All researchers, including external collaborators, must take personal responsibility for managing data related to the research study, and adherence to any funder's requirements and University of Law policies. Where collaborative working takes place, it is the responsibility of the Principal Investigator to ensure the security of data shared between researchers complies with this University of Law Data Protection Policy (2019), and Data Retention Policy (Q4.12).

7.1 Principal Investigator

The Principal Investigator is the lead researcher and involved in the collection and processing for the sole purpose of the research project. University of Law employees, students, and visiting researcher may occupy the Principal Investigator role as indicated on their proposal for ethical approval.

7.1.1 Principal Investigator should ensure the management of data is thoroughly considered and articulated in their research/ethics proposal.

7.1.2 Where a data management plan may not be a requirement for funders of the research, good practice at the University of Law is for all Principal Investigators to produce one.

7.1.3 Funded research – The Principal Investigator will demonstrate consideration of the cost and time to implement their data management plan and have included it in their proposal for research funding.

7.1.4 Principal Investigator will recommend to the Research Institute when the data should be destroyed, in alignment with their research/ethics proposal.

7.1.5 Principal Investigator will be responsible for the destruction of data stored in online questionnaires, paper formats, and on hard disk storage.

7.2 University responsibilities

7.2.1 The University of Law will engage with internal and external stakeholders to ensure research data management is effective and secure.

7.2.2 The Research Institute is responsible for the monitoring of research outputs and compliance with the research data management policy. The Research Institute will submit research activity statements to the Academic Board every quarter.

7.2.3 The Research Institute is responsible for ensuring any student-researcher is adequately supervised. Staff-researchers will be provided with an optional ‘critical friend’ but must report quarterly on progress with their research activity to the Research Institute.

7.2.4 The Research Institute is responsible for the provision of training for novice-researchers and promoting best practice in data management among all researchers and supervisors.

7.2.5 The Research Institute is responsible for managing a dedicated website guiding researchers on data governance, and compliance with legal and ethical obligations.

Responsibility for the provision

8. Responsibility for giving effect to the Research Data Management Policy of the University lies initially with the Research Committee, ultimately with the Academic Board.

Monitoring and review of the provision

9. Responsibility for reviewing and evaluating the effectiveness of the Research Data Management policy lies initially with the Research Committee. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Version history:

Version	Amended by	Revision summary	Date
V1.0	Project working group	Initial drafting by project working group; approval by Academic Board	March 2021