Research Data Management Policy

1 Purpose

This policy establishes the principles by which Research Data at the University is stored, retained, identified and documented, and made accessible for discovery, use and re-use, and disposed of according to legal, statutory, ethical and funding bodies' requirements.

2 Scope

This policy applies to all Research Workers and all Research Data.

Exclusions:

This policy does not apply to the management of Primary Materials.

3 Policy Statement

The University recognises Research Data as a valuable product of Research Activities and is committed to achieving appropriate and ongoing management of these.

The management of Research Data at the University must comply with the Research Code of Conduct Policy and the Australian Code for the Responsible Conduct of Research.

4 Principles

- The University Research Data Management shall be consistent with relevant legislation and comply with the Australian Code for the Responsible Conduct of Research. This includes, but is not limited to, compliance with retention, accessibility, storage and security standards.

- The University will implement a best-practice culture of Research Data Management within the research community at the University as an integral part of the research process.

- The University will encourage a coordinated approach to Research Data Management which in turn will ensure improvement of research tools and services.

- All Research Data is to be managed in accordance with the Research Data Management Procedure.

4.1 Responsibilities

Research Data Management is a mutual responsibility. The University works in partnership with Research Workers, institutes, centres, faculties, schools and relevant research support providers to implement good practice.

Ownership of Research Data is determined in accordance with the University's policy on Intellectual Property.

The University has a responsibility to:

- provide safe and secure Research Data storage facilities;

- ensure the security and confidentiality of Research Data;

- provide a framework for Research Data Management; and

- provide information and training in regards to ethics, confidentiality and Research Data Management.

Research Workers have a responsibility to:

- keep clear and accurate records of their research methods and data sources;

- identify the ownership of Research Data;

- manage the storage of and accessibility to Research Data according to ethical requirements and relevant legislation;

- ensure the security of Research Data by using University systems and storage facilities;

- maintain the confidentiality of Research Data when required;

- ensure Research Data retention and disposal is managed in accordance with University policy;

- ensure, where appropriate, that research datasets are captured for re-use.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Subordinate Schedules	
Accountable Officer	Deputy Vice-Chancellor (Research and Innovation)
Responsible Officer	Deputy Vice-Chancellor (Research and Innovation)
Policy Type	Executive Policy
Approved Date	1/8/2016
Effective Date	1/8/2016
Review Date	1/8/2019
Relevant Legislation	Australian Code for the Responsible Conduct of Research *Information Privacy Act 2009* National Statement of Ethical Conduct in Human Research 2007 *Public Records Act 2002* *Right to Information Act 2009* University Sector Retention and Disposal Schedule
Related Policies	Administrative Access Scheme Policy Authorship Policy Collaborative Research Across Organisations Policy (under development) ICT Information Management and Security Policy Intellectual Property Policy and Procedure Privacy Policy Records and Information Management Policy Research Code of Conduct Policy

	Right to Information Policy
Related Procedures	Administrative Access Scheme Procedure
	Records and Information Management Procedure
	Research Data Management Procedure
	Right to Information Procedure
Related forms, publications and websites	OECD Principles and Guidelines for Access to Research Data from Public Funding
Definitions	**Terms defined in the Definitions Dictionary**
	Primary Materials
	Physical objects acquired through a process of scholarly investigation from which Research Data may be derived. Includes, but is not limited to, ore, biological material, questionnaires, or recordings, artwork and photographs.
	Research Activities
	Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.
	Research Data
	Facts, observations, measurements or experiences on which an argument, theory or test is based. Research Data may be numerical, descriptive or visual. Research Data may be raw or analysed, experimental or observational. Examples include, but are not limited to, laboratory notebooks, field notebooks, primary Research Data, questionnaires, audio and video recordings, photographs, films, test responses, and any other records that are necessary for the reconstruction and evaluation of the reported results of research.
	Research Data Management
	All the processes and actions required to manage data throughout the research lifecycle to enable it to be preserved and accessible by a controlled audience for current and future research. Examples include: data storage and backup organising data into directories/folders and using meaningful file names archiving final state data for long-term

	preservation describing datasets for future reuse and discovery data sharing or publishing collaboratively creating and using data with other researchers ensuring security of confidential data synchronising data between desktop, laptop, USB key, cloud storage, etc. Research Worker Any person/s involved in Research Activities at, or on behalf of the University. This includes, but is not limited to Employees, Students, visiting scholars, research partners, research affiliates, holders of Honorary or Adjunct positions and research ethics committee members. University The term 'University' or 'USQ' means the University of Southern Queensland.
	Definitions that relate to this policy only
Keywords	
Record No	15/1987PL