

University of Stirling

Research Data Management policy

Version number: 6.0

1. Introduction

- 1.1 The University of Stirling is committed to the pursuit of world-class research, learning and scholarship. We recognise the benefits of free and open access to publically funded research to the economy, to society and to the pursuit of academic excellence. We support the principle that research outcomes should be made freely and publically available. Therefore, the University of Stirling is committed to disseminating the outputs from research generated at the University. We view access to publications and the underpinning research data to be equally important in furthering the benefit of research. Publications are considered in the University's [Open Access and Article Processing Charge](#) (APC) Fund policy which was implemented in April 2013.
- 1.2 The University supports the position of UKRI (UK Research and Innovation, formerly RCUK) regarding data management and the common principles on data management set out in 2011.¹ Stirling's Research Data Management policy is consistent with UKRI expectations that research data should be made openly available in a timely and responsible manner that does not harm intellectual property and that data preservation should be considered.
- 1.3 Underpinning the University's commitment to data open access is our digital repository: [DataSTORRE](#). DataSTORRE is an online repository of multi-disciplinary research datasets produced at the University of Stirling. Our researchers who have produced research data associated with an existing or forthcoming publication, or which has potential use for other researchers, are asked to upload their dataset for sharing and safekeeping. A persistent identifier and citation are provided. Automated embargo mechanisms and the option of metadata only records ensure the appropriate level of openness and sharing is fully supported.
- 1.4 Along with other data repositories (funder, subject, national/international), DataSTORRE will enable our researchers to comply with national information access legislation² and other funding body and sponsor requirements, especially those of the [Engineering and Physical Sciences Research Council](#) (EPSRC).

¹ RCUK issued [guidance on best practice in the management of research data](#) in July 2015. This is intended to guide the interpretation of the [RCUK Common Principles on Data Policy](#) published in 2011.

² Including [Freedom of Information \(Scotland\) Act 2002](#), [Environmental Information \(Scotland\) Regulations 2004](#), and [General Data Protection Regulation](#).

2. Scope

- 2.1 For the purpose of this policy, research data is defined as evidence on which research conclusions are based. This includes but is not limited to results of experiments/simulations, statistics and measurements, models and software, observations, survey results, interview transcripts and recording, images, textual source materials and annotations, physical artefacts and samples. This policy applies to all research data produced by staff and postgraduate research students at the University. Data produced by undergraduate or postgraduate taught students should be treated according to the University's retention guidance for records held in academic departments³.
- 2.2 Where Stirling is the lead partner on a collaborative project, collaborators are expected to adhere to the University of Stirling's Research Data Management Policy. Where Stirling is a collaborator on a project led by a different institution, the University will follow the lead-institution's policy on data management.

3 Policy

- 3.1 Research data of potential future historical interest may be offered for deposit and retention in DataSTORRE or an appropriate national or international data service or domain repository (which meets relevant requirements).
- 3.2 The University of Stirling requires that research data is securely preserved in an appropriate format for a minimum of 10 years, or longer if specified by the funder. The 10 year period should run from the date of any publication that is based on the data or the date on which the data was last requested and accessed by a third party. Data being deleted or destroyed should be done with particular concern for confidentiality and security and in accordance with research funder requirements.
- 3.3 If required by funders to deposit data in a Repository, researchers can use DataSTORRE for both the metadata record and data files. If researchers deposit the data in a different repository they must also submit at least a metadata record to DataSTORRE in order to ensure the University can report on compliance with funders' requirements.
- 3.4 Research data must be supplemented with appropriate, approved and consistent metadata standards, which enable data harvesting.

³ <http://www.rec-man.stir.ac.uk/documents/RRSDept-V4.pdf>

- 3.5 Exceptions to this policy may apply where data is sensitive/ commercial/ personal. In such instances it is not a requirement of the University's Research Data Management Policy that the data is made publically available. The reason for not making data available should be recorded and well-articulated. However, the data may still be accessed using the Freedom of Information (Scotland) 2002 Act.
- 3.6 The legitimate interests and personal data of the subjects of research data will be protected. Data shared or deposited in any repository will not contain any personal non-anonymised information unless where express consent has been granted.
- 3.7 All research data will be managed in accordance with funder requirements. This is the responsibility of the Principal Investigator(s) (PI/s) and researcher(s) and if appropriate, the [DataSTORRE policies](#) should be adhered to. In the case of research students, responsibility for data management lies jointly with the student(s) and their supervisor. A research student's lead supervisor is responsible for providing advice on good research data management practice.
- 3.8 The University will make all relevant staff and research students aware of the expectations of research funders, and will provide training, support, advice and guidelines for effective data management.
- 3.9 New research proposals will include research data management plans/protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing/access and publication. It is the responsibility of the PI to ensure that a data management plan is produced.
- 3.10 The University will provide appropriate support and guidance to develop robust research data management plans which apply appropriate safeguards.
- 3.11 Research data will be managed to high standards throughout the research data lifecycle as part of the University's commitment to research excellence.
- 3.12 The University provides 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. The University will support the curation and future access of research data throughout the retention period required by the research funder.
- 3.13 All reasonable steps will be taken to ensure that publicly-funded data is not held in any jurisdiction where the available legal safeguards provide lower levels of protection than are available in the European Economic Area as required by the General Data Protection Regulation (GDPR) for personal data and the EPSRC.
- 3.14 A record of the research data produced at the University will be stored within the University's Research Hub, with metadata records available to external viewers. The record will include information about when and how the data was produced, how it can be accessed and any other

relevant information. Where data is not made publically available for valid reason, this will also be stated on the Research Hub.

- 3.15 Where data is not in digital format the University will make, where funders require, all reasonable efforts for research data to be made accessible either via an alternative format, or in person at the University.
- 3.16 University of Stirling's DataSTORRE maintains a record of last access requests for research data. Data will be deleted from DataSTORRE once the retention period required by the funder has expired.
- 3.17 As required by research funders research publications should include details of how (and on what terms) supporting research data can be accessed.
- 3.18 The University will ensure adequate resources are provided to support the management of data in accordance with this policy.
- 3.19 The Research Committee will be responsible for reviewing this policy on a regular basis. The policy will be updated as appropriate as a result of this review.

4 Supporting documents/resources

- 4.1 [Training materials, procedures and guidelines](#)
- 4.2 [Open Access and Article Processing Charge \(APC\) Fund policy](#)
- 4.3 [DataSTORRE](#)
- 4.4 [STORRE Policies](#)
- 4.5 [Freedom of Information](#)
- 4.6 [JISC: How and why you should manage your research data: a guide for researchers](#)
- 4.7 [UKRIO Code of Practice for Research](#)

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