



PRIIFYSGOL  
**BANGOR**  
UNIVERSITY

Policy Title	Research Data Management Policy
Approval Date	September 2015
Approving Body	University Executive
Version	September 2015
Supersedes	November 2014
Previous review date	September 2015
Next review date	September 2016
Policy Owner	Library & Archives Service
Lead contact	Michelle Walker (Repository and Research Data Manager)
Authors	Claire Davis, Beth Hall, Michelle Walker, Graham Worley In consultation with the Access to Data Operations Group

This policy is part of Bangor University's commitment to research excellence and advocates that Research data will be managed to the highest standards throughout the research data lifecycle.

There is growing widespread acknowledgment that "Publicly funded research data are a public good, produced in the public interest, which should be made openly available with as few restrictions as possible in a timely and responsible manner that does not harm intellectual property."<sup>1</sup> As such, Bangor University endorses the RCUK Common Principles on Data Policy.

For the purposes of this policy data refers to any material (digital or physical) which is used to underpin and validate research findings.

The implementation of this policy will be supported at the School/College and Institutional level as appropriate.

### **The Researcher is responsible for:**

- Creating a research data management plan at the beginning of every project that explicitly addresses data capture, management, integrity, confidentiality, retention, sharing and publication. This responsibility lies with the Principle Investigator (PI).
- Working with IT Services to identify storage requirements that may exceed that offered by the institution.
- Providing sufficient metadata (descriptive information) to the University's digital repository about their research data to ensure others can discover and, if permissible, reuse it. This also applies to data which is stored outside of Bangor University, for example in an international data service or domain repository.
- Ensuring that published results always include information on how to access the supporting data.
- Making relevant data openly available to other researchers in a timely way, with as few restrictions as possible.
- Ensuring that exclusive rights to reuse or publish research data are not 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.
- Clearly stating who owns the data that is being generated through the research activity. Where this is not clear, researchers will work with IPR specialist in Research & Enterprise, the Library and College support teams to verify data ownership as early as possible in the research data lifecycle.
- Ensuring that sensitive data is properly managed.
- Ensuring research data will be offered, assessed and appraised for deposit and retention in an appropriate national or international data service or domain repository, or the University's digital repository.
- Ensuring that research data and records are 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 institutional retention period for research data and records is five (5) years after publication or public release of the work of the research, unless required by the funder to retain for longer. For example the EPSRC state minimum of 10 years from the end of any researcher 'privileged access' or, if others have accessed the data, from last date on which access to the data was requested by a third party.

### **The Institution is responsible for:**

- Providing in-project access to services and facilities for the storage and backup of research data and records that allow researchers to meet their requirements under this policy and those of the funders of their research.

---

<sup>1</sup> <http://www.rcuk.ac.uk/research/datapolicy/> (Accessed 29/08/2014)

- It is envisaged that in-project storage will cease 6 months after the end of a project, unless a valid request is made to IT Services to extend that time limit.
- Providing the facilities for post-project deposit and retention of research data when not deposited in a national or international data service or domain repository.
- Providing researchers with access to training, support and advice in research data and records management.
- Providing a set of chosen metadata guidelines for the deposit of information relating to Research Data deposit.

### **Relationship with existing policies:**

In addition to compliance with funder's policies, compliance must also be maintained with the following Bangor policies.

- Bangor University Academic Integrity Policy (Currently being drafted)
- Aberystwyth University & Bangor University Common Intellectual Property Policy ([http://www.bangor.ac.uk/research/new\\_thinking.php.en](http://www.bangor.ac.uk/research/new_thinking.php.en))
- Data Protection Act Policy (<http://www.bangor.ac.uk/compliance-unit/dataprotection/DPPolicy.php.en>)
- Data Retention Policy (Currently being drafted)
- Freedom of Information Act Policy (<http://www.bangor.ac.uk/compliance-unit/freedomofinformation/informationpolicy.php>)
- Research Data Storage Policy (Currently being drafted)
- Research Ethics Policy (<http://www.bangor.ac.uk/compliance-unit/ResEthics.php.en>)
- Research and Enterprise Policy (<https://www.bangor.ac.uk/research/policies/documents/Research%20&%20Enterprise%20Strategy%202012.pdf>)
- Bangor University Research Strategy: Enhancing Research Success at Bangor University
- Bangor University is committed to implementing the principles of the Concordat, please see <http://www.bangor.ac.uk/hr/staffdevelopment/ConcordatforResearchers.php.en> for more information.

For further information and key contacts please visit Bangor University's Research Data Management webpages ([http://www.bangor.ac.uk/library/resources/data\\_management.php.en](http://www.bangor.ac.uk/library/resources/data_management.php.en))