

# PRD2. Research Data Management Policy

## 1. Statement of intent

CITY ULE recognises research data as a valuable asset for the institution, the wider scientific community, stakeholders and policy making actors. Robust and appropriate research data management policies, mechanisms and infrastructure are therefore crucial to CITY ULE's strategic development and research integrity.

Good practice in research data management enables CITY ULE's researchers to meet the standards and responsibilities set out by the [University of York Code of Practice on Research Integrity](#), national and international funding bodies, as well as other relevant professional and legal regulatory bodies. It is also essential for enabling and safeguarding the longevity and continuing intelligibility of research data.

CITY ULE supports the [Concordat on Open Research Data](#) and the [UKRI Common Principles on Research Data](#) and acknowledges the outputs of University research as a public good, produced in the public interest and for societal benefit.

CITY ULE is committed to the values, principles and culture of open science, as set out in York's University [Open Research Statement](#). This includes open access to research data, wherever this is appropriate, ensuring that a wide range of audiences can freely discover, engage and reuse the data produced by CITY ULE's research.

## 2. Purpose of Policy

This policy is intended to help promote good practice in research data management, to foster responsibility for data management, and to ensure the sharing of eligible research data with as few restrictions as possible, while at the same time respecting concerns in relation to ownership, privacy, safety, security and commercial interests.

It aims at ensuring that research data is:

- stored in a secure and safe manner;
- identifiable, retrievable and available when needed (and as appropriate);
- an accurate, complete, reliable and coherent representation of the materials used/collected;
- kept in a manner that is compliant with legal and ethical obligations, York's University policy and, where applicable, the requirements of funding bodies;
- available to others in line with appropriate ethical, FAIR (Findable, Accessible, Interoperable, and Reusable) and open access principles.

The deliberate or reckless mismanagement of research data constitutes unacceptable research conduct and should be reported in line with York's University [Research Misconduct Policy and Procedure](#) or the [Speak Up \(public interest disclosure\) Policy and Procedure](#).

## 3. Definitions

The following term definitions apply in this policy:

- Research data: any recorded information (regardless of the form or the media in which it may exist) necessary to answer a research question. It includes both primary data i.e., first-hand data collected by researchers for a specific purpose, and secondary data i.e., data already collected and published by other researchers or for a different purpose.
- Researcher: a member of CITY ULE, including academic staff, and postgraduate research students, or a person affiliated with the CITY ULE, including visitors and collaborators, who conducts research for, on behalf of, or in association with the CITY ULE; on CITY ULE's premises; or using the CITY ULE's facilities.

## 4. Scope

This policy applies to all research conducted by CITY ULE academic staff and postgraduate research students, and external researchers who conduct research on behalf of CITY ULE.

The Policy does not apply to taught postgraduate and undergraduate students, except in circumstances that are deemed necessary by the relevant School/ Department (including but not limited to, where research findings are included in published research outputs).

## 5. Researcher Responsibilities

Researchers have the responsibility for appropriate management of research data in line with the policy. This includes understanding and complying with any provisions regarding the ownership, preservation and dissemination of research data. When research is conducted in a group or as part of a funded project, the Lead or Principal Investigator has the ultimate responsibility of ensuring policy compliance.

CITY ULE strongly encourages the creation of a [Data Management Plan \(DMP\)](#) prior to the collection or use of research data. Data management plans should address the capture, management, integrity, confidentiality, retention, ownership, sharing and publication of research data, including compliance with relevant legal and ethical frameworks (e.g., the [General Data Protection Regulation](#) in case research data include personal data, and the [Data Governance Act](#)).

When research is conducted in the frame of a funded project, researchers will identify any resources required to effectively manage research data and will seek, where possible, to recover the direct costs of managing research data and any work needed to make the data available for sharing from their research funder.

Researchers should give special consideration to personal and sensitive research data in accordance with the legal and ethical requirements related to the research they conduct. Legal, ethical and commercial constraints on the collection, storage and sharing of research data, and personal and sensitive data in particular, must be considered at the design stage and throughout the research data lifecycle, and should be described in the DMP.

Researchers will maintain appropriate access to their research data for as long as it is of continuing value to the researcher and the wider research community, and as long as specified by research funders, patent law, legislative and other regulatory requirements.

Researchers should use data repositories that are approved and recommended by CITY ULE and the relevant funding bodies (e.g., [Zenodo](#)). Research data made available in data repositories should include sufficient descriptive metadata and documentation to ensure that it can be found and easily understood.

Publication of research data in scientific journals should include a data access statement that clearly describes how and on what terms any supporting data may be accessed.

Technicians, professional and support staff instrumental in contributing to the collection and/or generation of research data should be acknowledged and their contribution specified in descriptive metadata and in data access statements.

Researchers must securely dispose of research data identified for deletion or destruction, in accordance with legal, ethical, research funder and collaborator requirements and with particular concern for the confidentiality and security of the data.

Where research is undertaken by postgraduate researchers or as part of a Final Year Project or Master Dissertation, it is the responsibility of the Supervisor to ensure that the research data are managed in line with the policy, and that the students with relevant training when necessary.

## 6. CITY ULE Responsibilities

CITY ULE acknowledges its obligations under research funders' data policies and codes of practice to ensure that sound systems are in place to promote and reinforce good practice in research data management.

CITY ULE will provide researchers with access to training, support, advice and information on all aspects of research data management.