RESEARCH DATA MANAGEMENT POLICY

Policy Category:	Research
Subject:	Research Data Management Responsibilities
Approving Authority:	Senior Management Team
Responsible Officer:	Senior Vice-President (Operations)
Responsible Office:	Library Services, Research Management & Innovation
Related Procedures:	Research Data Management Procedure
	Data Protection Procedure
	Data Breach Management Procedure
	Human Tissue Act, Creation, Retention and Destruction of Research Records
	Records and Data Retention Schedule
	Requests for Personal Information Procedure
Related College Policies:	Data Governance Policy
	Data Protection Policy
	Email Policy
	Encryption Policy
	Freedom of Information Policy
	Information Security Policy
	Intellectual Property, Commercial Exploitation and Financial Benefit Code of Practice
	Records Management Policy
	Research Publications Policy
Effective Date:	9 May 2019
Supersedes:	18 January 2017
Next Review:	May 2022

I.   Purpose & Scope

King's College London is dedicated to the advancement of knowledge, learning and understanding in the service of society. This policy sets out King's College London's requirements for the curation of research data in pursuit of this goal. The policy outlines a framework of support to enable the management of research data so that the benefits of open research data can be realized, subject to compliance with legal, ethical, regulatory, contractual, intellectual property protection and other legitimate requirements.

The policy applies to all employees, honorary staff and affiliate staff of King's College London who conduct research and research-related activities, and to postgraduate research students.

In addition procedure statements 1.2, 1.3 and 1.4 apply to:
-   undergraduate and postgraduate taught students who have obtained ethical approval for their research projects
-   supervisors of those students specified above who are conducting high-risk research as per the university's research ethics guidance

Persons meeting this specification shall be referred to as 'Researchers'.
The policy does not apply to King's Health Partners staff, although they are also encouraged to follow the policy's principles.

This policy takes into account the requirements of researchers at King's College London; evolving policy and practice in scholarly communications; relevant legislation; the ethical conduct of research; and institutional strategies for research and innovation. These are described in more detail in the Research Data Management Procedure.

II. Principles

Research data is a valuable resource in its own right. It validates research findings and has long term value as a potential resource for future research and teaching. Good practice in research data management benefits the wider research community and enhances the public value of research by:

- enabling the publication, sharing and citation of research datasets
- maximizing the impact of scholarly outputs
- enhancing the public visibility of funded research
- facilitating the reuse of data by future researchers
- avoiding duplication of data collection
- reducing the risk of data loss and corruption
- reducing the vulnerability of data due to file and software obsolescence
- enabling greater scrutiny of published research to affirm the robustness of findings

This policy adopts the principle of making research data as open as possible, as closed as necessary[1], recognizing that there may be legitimate reasons why certain data cannot be published openly. This policy also adopts the FAIR guiding principles, to enable data to be findable, accessible, interoperable and re-usable[2].

III.   Definitions

Research data:	While there is no single definition of data, research data can generally be defined as any representation or other objects that are created or gathered for the purposes of producing research or scholarship, and which can be used to validate or reproduce original research findings. The underlying research materials which support research publications can be described as research data. Research data can cover a diversity of form and content, including (but not limited to) numbers, text, images, audio, simulations, models, interview recordings, questionnaires, laboratory notebooks, videos, algorithms, codebooks, test results, specimens, databases or any combination of these. Data objects can be physical or print as well as digital. Research data held within King's or hosted in external repositories is subject to this policy.
Life cycle:	Different elements of this policy apply to the way in which data is managed at different stages of research: during a research project; when research findings are published - either during or after a project; and when the project comes to an end.
Dataset:	a set of files containing both research data, and documentation
Metadata:	data or information about data which describes or contextualizes the data
Repository:	a system for storage and access of research data
Open data:	data that anyone can access, use and share

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[1] European Commission (2016) Open access & Data management, Horizon 2020 Online Manual. Available: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm [Accessed: 29/06/2018]

[2] FORCE11 (2016) Guiding Principles for Findable, Accessible, Interoperable and Re-usable Data Publishing version b1.0. Available: https://www.force11.org/fairprinciples [Accessed: 26/02/19]

IV.   Policy

This policy requires that all King's researchers (with some exceptions), whether externally funded or not, should:

- Create and maintain a data management plan for all projects handling research data
- Record sufficient metadata and documentation about research data during the course of the research
- Manage research data in compliance with legal, ethical, regulatory, contractual and Intellectual Property Rights (IPR) requirements throughout its life cycle
- Retain IPR in research data where possible and respect IPR contained in third-party data or that arising from multi-party collaborations
- Include a data access statement within research publications giving details of how data supporting the published results may be accessed
- Deposit research data in a repository or archive to ensure long term preservation and appropriate access
- Make research data which supports published research or that which has been retained following the end of a project openly accessible with as few restrictions as possible unless there are compelling legal, ethical, regulatory, contractual or IPR reasons not to
- Create and make publicly available a metadata record describing the data, to enable data discoverability

Further detail on these requirements is provided in the Research Data Management Procedure.