

## Research Data Management Policy

Staffordshire University recognises that good practice in research includes the curation and sharing of research data.

In accordance with the recommendations of Research Councils UK (RCUK), the university expects researchers to:

1. Keep clear and accurate records of the research procedures followed and the results obtained, including interim results.
2. Hold records securely in paper or electronic form.
3. Make relevant primary data and research evidence accessible to others for reuse where appropriate and for reasonable periods after the completion of the research. Data should normally be preserved and accessible for at least 10 years.
4. Manage data according to the research funder's data policy, best ethical practice and all relevant legislation.
5. Wherever possible, deposit data permanently within a national collection and register this with the University.
6. If no appropriate national collection exists then following the completion of the research project all data will be deposited in a secure central storage facility to be provided by the university.
7. The legitimate interests of the subjects of research data must be protected.
8. In order to meet these expectations, the Principal Investigator is, at an early stage of their research project, encouraged to produce and then follow a data management plan (DMP). The DMP Online tool from the Digital Curation Centre (<https://dmponline.dcc.ac.uk/>) is recommended for this purpose.
9. Exclusive rights to reuse or publish research data should not be 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.
10. Comply with all University IT regulations and policies in relation to Data Protection and management of data.