

King's College London Research Data Management Policy

1. Purpose and Scope of the King's College London Research Data Management Policy

- 1.1 The purpose of this policy is ensure that research data created and used within King's College London is managed and curated to the highest standards throughout its lifecycle, and with due regard to relevant legislation on access and privacy, and the possibility of beneficial re-use. The policy builds on the College's commitment to efficient research data management, and it reflects and adheres to the principles, practices and recommendations set out in legislation and current policies of relevant agencies, including:
- RCUK's *Common Principles on Data Policy* <http://www.rcuk.ac.uk/research/datapolicy/>
 - UK Research Integrity Office Code of Practice for Research <http://www.ukrio.org/what-we-do/code-of-practice-for-research/>
 - The Finch Report on expanding Access to Published Research Findings
- 1.2 This policy applies to all employees and students of the College engaged in research activity and support; all data generated as a result of College research activities; and all systems used to create and store research data, are subject to compliance with the policy.

2. Compliance framework

- 2.1 This 'Research Data Management Policy' and related practices are aligned to and reviewed in line with the College's procedures pertaining to information and data management and legal compliance. The Policy has been developed to be consistent with other relevant College policies and guidance, including: the Records and Information Management Policy, the Data Protection Policy, the Freedom of Information Policy, the Information Security Policy, the Encryption Policy, the Social Media Guidelines, the Open Access Policy, and the Email Policy. The Policy should be read in conjunction with these other documents.
- 2.2 Any person who handles personal information for or on behalf of the College, including staff, students, researchers, contractors and agents, is responsible for the safety and security of that information under the Data Protection Act 1998. Mishandling of personal information in any capacity is a breach of College Regulations and puts the College at risk of non compliance.
- 2.3 Under the Freedom of Information Act 2000, requests for public access to research data may be made. Failure to manage research data properly leaves the College susceptible to non compliance with the Act, for which employees may be held personally liable.
- 2.4 This policy should also be read in conjunction with current practice and guidance on research ethics <http://www.kcl.ac.uk/innovation/research/support/conduct/index.aspx> and compliance with the UK Research Integrity Office's [Code of Practice for Research](#)

3. Policy

- 3.1 Data generated as a result of research activities undertaken at King's College London (or in collaboration with research partners) will be managed to a standard appropriate to the nature of the research. For example, those defined by the Research Councils UK's *Common Principles on Data Policy* <http://www.rcuk.ac.uk/research/datapolicy/> or the Digital Curation Centre <http://www.dcc.ac.uk/>
- 3.2 Accountability for research data management in compliance with this policy for all research projects or programmes lies with the Principal Investigator(s) (PIs).

- 3.3 The College aims to make its research data available for sharing within appropriate timescales and in accordance with legitimate requirements of the Data Protection Act 1998, the Freedom of Information Act 2000, and commercial/funder contracts.
- 3.4 Data created during the course of research, whether internally or externally-funded, will be managed in accordance with the College Records and Information policy <http://www.kcl.ac.uk/governancezone/InformationPolicies/Records-and-Information-Management-Policy.aspx> As appropriate, this may include permanent preservation in the College Archives.
- 3.5 All research proposals for external funding after 1 September 2014 will require a College research data management plan. Before this date we will aim to comply with specific funder requirements where required.
- 3.6 Exclusive rights to re-use or publish research data may not and will not be handed over to any commercial organisation without retaining the right to make the data openly available for re-use, unless this was an original condition of the research project funding award.
- 3.7 Upon completion of a project (normally marked by the publication of a final report and/or the cessation of funding), accountability for research data curation will transfer to King's College London, which will provide appropriate mechanisms and support services for long term preservation and storage of the data.
- 3.8 Research data deposited with external repositories must be registered with the College.
- 3.9 The College will provide appropriate levels of training, support and guidelines for research data management for all staff and students.

4. Responsibilities, delivery and review

- 4.1 The Vice-Principal (Research & Innovation) is responsible for overseeing and institutional compliance with this policy.
- 4.2 Review of the policy will be conducted by the Research Management Directorate and the Information Management Team in line with current legislation, codes of practice and regulatory standards.
- 4.3 Heads of Services and Schools are responsible for ensuring awareness of and compliance with this policy in their areas.
- 4.4 During the lifetime of a project responsibility for research data management in compliance with this policy lies with the Principal Investigator(s) (PIs). This includes end of project documentation and appropriate data transfer arrangements.
- 4.5 All College staff engaged in research activity or support are responsible for:
 - a) The creation and maintenance of reliable research data, where applicable to their role
 - b) Ensuring that research data is properly maintained, and remains accessible and authentic beyond reasonable doubt
 - c) Ensuring the security of research data, irrespective of format, and for ensuring that access is only granted to those persons authorised to view it

- d) Following guidance provided for retention and disposal of research data during project duration
 - e) Ensuring data of a sensitive or personal nature is handled in strict confidence and in accordance with legal requirements
 - f) Supporting efficiency and the College green agenda by avoiding duplication, and only printing research data records when absolutely necessary.
- 4.6 The Research Management Directorate and the Information Management team, within Library Services, are responsible for the implementation of the policy and service, and ensuring alignment to other related areas including Open Access.
- 4.7 The Information Management Team (part of Archives and Information Management within Library Services, Students and Education Directorate) is responsible for:
- a) Maintaining a register of research data assets and those deposited with other repositories
 - b) Provision of related information, advice, training and support
 - c) Maintenance and promotion of research data management practices and procedures
 - d) Delineation and promotion of effective storage workflows.
- 4.8 IT Services are responsible for the delivery of the IT infrastructure and digital hosting and storage arrangements provided by the College.
- 4.9 This policy is reviewed at least every three years and amended as required to ensure it and practices remain in line with current legislation, codes of practice and regulatory standards.

5. Further information

- 5.1 For further information, guidance, tools and resources to help comply with this policy see the Information Management pages on the website, or contact the Information Management Team: email research.data@kcl.ac.uk or telephone 020 7848 1030.