



RCSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

RCSI Research Data Management Policy 2018

Version	Status	Authors	Reviewed By	Approved By	Date
1.		Dr Stephen Madden Dr Simon Furney	RCSI Data Management Group (ORI, Data Science Centre, IT, Library)	Academic Council	14/11/2018
				Medicine & Health Sciences Board	5/12/2018
	For Review				Nov 2019

Contents

1. Purpose of Policy
2. Who the policy applies to
3. Data retention and disposal
4. References

PURPOSE OF POLICY

Good research data management enables The Royal College of Surgeons in Ireland (RCSI) and its researchers to meet the standards and responsibilities set out in the College's Research Policies¹ and to meet funder, ethical, legal and other responsibilities. It also ensures that research data is accurate, complete, authentic and reliable, stored securely, preserved where necessary and accessible as required. It also enables access by other researchers who could use the data, thus maximising the effectiveness of RCSI research funding, contributing to raising awareness of RCSI research and researchers and demonstrating RCSI alignment with Open Science, Open Access and the FAIR data principles.

WHO THE POLICY APPLIES TO

This policy applies to all College members engaged in research, including staff and research students, and those who are conducting research on behalf of the College. It applies to all research irrespective of funding.

1. RCSI recognises research data as a valuable institutional asset, and the role of research data management in underpinning research excellence and integrity.
2. Researchers have the primary responsibility for ensuring research data will be managed in line with funder requirements as well as College policy and other relevant regulations and legislation¹.
3. RCSI commits to:
 - a. Disseminating information amongst its academics about the requirements under this policy framework and under policies of the College's funders in relation to research data.
 - b. Developing infrastructure and training to promote best practice in data management amongst its academics, to acknowledge its obligations and achieve compliance with this policy framework and with its funders' data policies.
4. Research data must be:
 - a. As compatible as possible with the FAIR data principles, as open as possible and restricted as necessary²:
 - i. **F**indable, **A**ccessible, **I**nteroperable and **R**e-useable.
 - b. Secure and safe with appropriate measures taken in handling sensitive, classified and confidential data³.
 - c. Kept in a manner that is compliant with legal obligations, College policy and, where applicable, the requirements of funding bodies.
 - d. Preserved for its life-cycle with the appropriate high-quality metadata.
5. Explicit arrangements for data management must be in place from the outset of the research project to address the requirements of section 4.
 - a. Data management plans must be prepared according to funders' requirements, or where required by the Department. Plans are considered good practice for all other projects.
 - b. Researchers are strongly encouraged (and might be requested to do so by funders) to update their data management plans annually, and to ensure that at the end of the project all their research outputs, together with their location, are indicated in their data management plans.
 - c. Legal, ethical and commercial constraints on the release of research data must be considered at the initiation of the research process and throughout both the research and data life-cycles, and will normally be described in the data management plan.
 - d. Appropriate resources (time and financial resources) for data management should be allocated in grant proposals, where possible.
6. When depositing research data into external data repositories, repositories that support Open Researcher and Contributor ID (ORCID)⁴ should be chosen as far as is practical.
7. Researchers are responsible for providing access to research data requested by third parties as freely and timely as possible, unless access to the data is restricted by a legal obligation (e.g. non-disclosure agreement), intellectual property protection, ethical approval requirements (e.g. destruction of data from human participants), ethical or security reasons, or other legitimate reasons. Such reasons shall be stated in the metadata description or in the research article (if the data directly supports a research article).

DATA RETENTION & DISPOSAL

8. Research data must be retained and disposed of securely according to the relevant retention and disposal schedule, in accordance with legal, ethical, research funder and collaborator requirements and

with particular concern for the confidentiality and security of the data. Research data that underpins published results or is considered to have long-term value should be retained, subject to informed consent to do so, where relevant.

9. In the absence of the other provisions described in section 8, the default period for research data retention is 10 years from date of last requested access.
10. The ownership of data generated by research projects will be subject to the Intellectual Property Regulations, the Regulations for research degree awards and Regulations on assessments at RCSI unless the terms of research grants or contracts determine otherwise.
11. Retained data must be deposited in an appropriate national or international reputable data repository or as mandated by the funder. This may be one specified by the funder or publisher, or another service meeting minimum standards and compatible with ORCID⁵
12. A statement describing how and on what terms any supporting data may be accessed must be included in published research outputs.
13. The College will implement research integrity and data management practices that apply appropriate protections and which recognise the legal, ethical and commercial constraints that may impinge upon the release of research data.
14. This document, together with related records and research data management policies and implementation documents, defines the framework within which research data are managed across the College¹.
15. All mismanagement of research data and/or primary materials constitutes unacceptable research conduct and should be reported in line with the College Research Misconduct Policy and Procedures⁶.
16. This policy framework will be reviewed annually by the RCSI research data management committee. All researchers are responsible for reviewing their data management annually in the light of any changes in College policy.
17. Research data must be aligned with RCSI data protection policies and procedures (now GDPR compliant⁷).
18. Research data must be aligned with RCSI Open Access Policy⁸.

REFERENCES:

1. RCSI researcher handbook; <http://staff.rcsi.ie/research/researcher-handbook>.
2. <https://www.go-fair.org/fair-principles/>.
3. RCSI IT policies; <https://staff.rcsi.ie/administration-and-support/information-technology/policies-and-procedures>.
4. <https://orcid.org/>.
5. A directory of data repositories that meet established standards; <https://www.re3data.org/>.
6. College research misconduct policies; <https://staff.rcsi.ie/research/ethics>.
7. College data protection policies and procedures; <https://staff.rcsi.ie/administration-and-support/records-management/about-data-protection/policies-procedures>.
8. RCSI Open Access Policy; <https://libguides.rcsi.ie/researchsupport/openaccess>.