

University of Northampton research data management principles and responsibilities*

The University supports the principle of data sharing where legally, commercially and ethically appropriate.

The researcher's responsibilities

Responsibility for research data management rests with the Principal Investigator who will:

- comply with university research data policy;
- consider the interests of the subjects of research data at all times, in line with the University's information security policies and Ethics of Research Policy and Procedure;
- retain the integrity of the research process through accurate record keeping;
- create data management plans that address elements of data capture, management, integrity, confidentiality, security, selection, retention, sharing and publication. (The [DMPOnline](#) data management planning tool is recommended for this purpose);
- create data in an appropriate digital format wherever possible, in order to facilitate data storage and re-use;
- manage data according to the university's and/or research funder's data policies, best ethical practice and all relevant legislation;
- specify a retention period for each dataset at the start of a project, (under normal circumstances data will be preserved for at least ten years);
- provide metadata for all archived data at a level appropriate to the permitted access to those data, and include a reason if access is restricted;
- if deemed to be of interest to future research, offer data for deposit to an appropriate national or international data service or repository;
- if data are retained elsewhere (as above), make a record of this with the university by creating a metadata record in NECTAR;
- where research data are not retained, dispose them according to University guidelines;
- avoid giving exclusive rights to host, reuse or publish research data to other bodies without retaining the rights to make the data openly available for re-use, unless this is a condition of funding;
- where possible and timely, include links to shared datasets in published outputs.

The University's responsibilities

In support of the above, the University will:

- provide means and services enabling registration, deposit, storage, retention of and access to digital research data (via TUNDRA2);
- hold data securely with appropriate access controls (via TUNDRA2);
- provide the facility to link research outputs to shared data (via NECTAR);
- provide advice, training and support for research data management.

Deans and Research Leaders will:

- ensure researchers are aware of the university's research data policy and guidelines.

* These guidelines have been drawn up by the Research Data Working Group, reporting to University Research and Enterprise Committee. They are aligned with and supplement the University's existing Research Data Policy and Research Data Management Roadmap.

Research Data Working Group, June 2014