

## Research Data Management Policy

### POLICY DETAILS:

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Responsible Executive Group area	Research & Doctoral Studies
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Benchmarking	n/a

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## **1. Introduction**

This policy outlines the approach of Glasgow School of Art (GSA) in relation to research data management and curation.

Within the context of this policy, research data should be interpreted as any material (whether digital or analogue) that underpins the production of research outputs.

Research data means data in the form of facts, observations, images, computer programme results, recordings, measurements or experiences on which a research output is based. Data may be numerical, descriptive, visual or tactile. It may be raw, cleaned or processed, and may be held in any format or media. Research at the GSA encompasses a range of disciplines, including architectural studies, computer science, fine art, design methodologies and many others. Research data mirrors the diversity of disciplines, processes and outputs, taking many forms including logbooks, computer modelling algorithms, journals, workbooks, sample libraries, sketchbooks, sets of images, video recordings, trials, prototypes, botanical dye recipes, found objects, software, and correspondence. Provenance information about the data might also be included: the how, when, where it was collected and with what (for example, instrument). This metadata facilitates later interpretation and re-use of data.

Modern research and publishing environments provide increased opportunities to make research data openly available in order to:

- validate research outputs
- increase and measure impact
- facilitate knowledge exchange
- communicate research to wider society.

The Glasgow School of Art recognises that its research data is a key asset that can be managed to maximise benefits to the individual researcher, wider society, our funders and stakeholders, and the School.

## **2. Principles**

### **2.1 General**

**2.1.1** Research produced by the School's researchers, staff and students should strive to achieve the highest standards of integrity and quality.

**2.1.2** Research data will be managed in line with wider School policies, guidelines and standards, and the requirements of external funders.

### **2.2 Communication and dissemination**

**2.2.1** The Research Information Coordinator, the Research and Knowledge Exchange Committee (RKEC) and the Schools' RKEC Subcommittees are charged with communicating this policy to their researchers, along with the importance of good data management in general.

## 2.3 Research data management plans

**2.3.1** Research proposals should include research data management plans where appropriate. These plans will generally consider data capture, management and curation, storage, handling, retention, dissemination, and publication.

**2.3.2** Lead researchers are responsible for ensuring that research data management requirements are observed at all stages of a research project.

**2.3.3** The Research Information Coordinator will provide guidance and support to help researchers negotiate the deposit, storage, retention and dissemination of research data.

## 2.4 Data retention

**2.4.1** Data should be retained intact in an appropriate secure format, normally for a period of 10 years from the date of publication, depending on funder requirements.

**2.4.2** Where retention is not required, data must be disposed of securely, in line with Data Protection requirements <sup>1 2</sup>.

## 2.5 Deposit

**2.5.1** Research data should be deposited and retained in an appropriate institutional form, or national or international repository. Information about data which is retained outside of the RADAR institutional repository <sup>3</sup> or the GSA Archives and Collections <sup>4</sup> should be registered with the School.

**2.5.2** The Glasgow School of Art will provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets appropriate to the formats and media.

## 3. Roles and responsibilities

Research data management bestows a number of obligations on both individual researchers and the School.

### 3.1 The Glasgow School of Art

The Glasgow School of Art is committed to supporting its researchers by providing an environment that recognises and supports research excellence. The School aims to provide the highest quality support at all stages of the research process.

The Research Developer and Senior Research Manager can provide advice and guidance on research bids, funding streams, and methodologies. The Research Information Coordinator can provide guidance and support in the management and curation of research data, including access, maintenance, preservation and sustainability. The Research Information Coordinator can also provide guidance and advice on how researchers can meet their data

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<sup>1</sup> GSA Data Protection Policy: <http://www.gsa.ac.uk/about-gsa/key-information/it-policies/>

<sup>2</sup> The Digital Curation Centre provides a helpful checklist that includes the protection of personal data: <http://www.dcc.ac.uk/resources/how-guides/rdm-law#C2>

<sup>3</sup> <http://radar.gsa.ac.uk/>

<sup>4</sup> <http://www.gsaarchives.net/>

obligations in any work funded by Research Councils UK (RCUK) <sup>5</sup> and other funding bodies <sup>6</sup>, and how the management of research data fits within the GSA research ethics policy and practice, alongside the Research Developer.

### 3.2 Individual researchers

The School expects individual researchers to:

- undertake research in line with the standards outlined in the GSA Research Ethics Policy <sup>7</sup>
- work within all relevant legislative frameworks, including Data Protection <sup>8</sup>, Human Rights legislation <sup>9</sup> and the Equality Act <sup>10</sup>, particularly in relation to sensitive data
- seek advice on data management from the Research Information Coordinator where required, particularly in order to identify key data for retention
- deliver on specific data obligations from funders as part of funded research
- liaise with GSA IT Services to identify potential data storage requirements
- provide metadata upon request to enable access and re-use
- submit research data to an appropriate institutional form, or national or international repository. Information about data which is retained outside of the RADAR institutional repository <sup>11</sup> or the GSA Archives <sup>12</sup> should be registered with the School.

### 4. Status of this policy

This policy for research data management at the GSA has been reviewed and updated by the Institutional Repository and Records Manager, including an assessment for equality impact. It was considered by the GSA Research and Knowledge Exchange Committee in October 2016. The policy will be subject to ongoing review.

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<sup>5</sup> <http://www.rcuk.ac.uk/>

<sup>6</sup> The Digital Curation Centre provides useful overviews of funder policies on research data:  
<http://www.dcc.ac.uk/resources/policy-and-legal>

<sup>7</sup> <https://vle.gsa.ac.uk/> → Research & Knowledge Exchange → Policy → GSA Research Ethics

<sup>8</sup> See footnote 1 above

<sup>9</sup> <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

<sup>10</sup> <https://www.equalityhumanrights.com/en/equality-act-2010/what-equality-act>

<sup>11</sup> See footnote 3 above

<sup>12</sup> See footnote 4 above