

# Research Data Management Policy

## Section 1 - Purpose and Scope

(1) The purpose of this Policy is to ensure a coordinated approach to the management of Research Data and Primary Materials.

(2) The Policy sets out the principal responsibilities to ensure Research Data and Primary Materials are managed according to legal, statutory, ethical, funding body and publisher requirements.

- a. This Policy applies to all staff, including adjunct, visiting, emeritus and conjoint academic appointees and Higher Degree by Research (HDR) students who carry out research under the auspices of the University.
- b. This Policy does not apply to Honours students or students undertaking coursework units with a research component.

## Section 2 - Definitions

(3) Research Data - means data as facts, observations, computer results, measurements or experiences on which an argument, theory or test is based. Research Data may be numerical, descriptive or visual. Research Data may be durable records derived from Primary Materials such as assays, test results, transcripts, and laboratory and field notes. Research Data may be raw or analysed, experimental or observational. Research Data includes information necessary for the reconstruction and evaluation of results of research.

(4) Primary Materials means physical or virtual items that are collected or generated through the research from which Research Data can be developed, such as biological samples, questionnaires and recordings.

## Section 3 - Policy Statement

(5) This Policy should be read in conjunction with the University's Responsible Research Conduct Policy, the [Australian Code for the Responsible Conduct of Research 2018](#) (the Code) and the [NHMRC/ARC Management of Data and Information in Research Guide](#).

## Section 4 - Responsibilities

### Researchers

(6) Familiarise themselves with relevant legislative, regulatory and contractual requirements in relation to data management prior to undertaking research;

(7) Maintain accurate records of research materials and data, and ensure that these records and the Research Data and Primary Materials are safely stored;

(8) Use internal storage solutions wherever possible;

(9) Use third-party storage solutions only after consultation with the Office of Deputy Vice Chancellor (Research) and Technology Services

(10) Understand the risks and limitations of third-party storage solutions and, where appropriate, take the necessary action to protect Research Data and Primary Materials stored on these services;

(11) Report circumstances where a suspected or known security breach might have resulted in the unauthorised access, unintended disclosure, loss, theft, destruction or alteration of data, in accordance with the [Information Technology Conditions of Use Policy](#) and [Privacy Management Plan](#);

(12) Make Research Data available for use by other researchers unless prevented by ethical, privacy, legal, and Intellectual Property (IP) or confidentiality matters;

(13) Retain the Research Data and Primary Materials according to legal, statutory, funding body and publisher requirements;

(14) Plan for and execute the handover of Research Data and Primary Materials at the conclusion of the research or when a researcher leaves the University, including information about access to and potential re-use of data collections; and

(15) If lead researcher (first-named researcher from the University), the development of a research data management plan which can be made available upon request from the University.

### **Research Supervisors**

(16) Understand the relevant policy, contracts, regulation and licensing considerations that relate to research data management within their respective discipline; and

(17) Take joint responsibility with their research students for the management of the Research Data and Primary Materials.

### **Deputy Vice Chancellor (Research and Academic Capability), Associate Dean (Research) and College Deans**

(18) Ensure that there is appropriate communication and organisational awareness of Research Data and Primary Materials management issues.

### **Technology Services**

(19) Provide enterprise-level storage services and solutions, such as localised hardware/software solutions, networked storage, collaboration tools, file sharing utilities;

(20) Provide technical support for centrally provided storage services and solutions; and

(21) Ensure centrally-provided storage services and solutions are appropriately backed up, maintained, and secure.

### **University Library**

(22) Maintain and disseminate research data management best practice guidelines;

(23) Provide training and support for researchers, research supervisors, Associate Dean (Research)s and College Deans in collaboration with the Office of the Deputy Vice Chancellor (Research and Academic Capability); and

(24) Provide advice on access and re-use of research data under the appropriate conditions.



## Status and Details

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