

POLICY 3.8 – Research Data Management Policy

POLICY SECTION:	Administrative – Information Technology
RELATED BOARD POLICY:	1.4.6 Records Management
RELEVANT LEGISLATION:	N/A
PRIMARY APPROVER:	President
SECONDARY APPROVER:	
RESPONSIBLE AUTHORITY:	Institutional Planning and Analysis Committee
DATE APPROVED:	
DATE(S) REVIEWED / REVISED:	
POLICY REVIEW - FREQUENCY:	To be reviewed every 3 years.
APPROVER SIGNATURE(S):	

1. Purpose The purpose of this Research Data Management Policy is to provide guidelines for the responsible management, sharing, and ethical use of research data throughout its lifecycle. The policy ensures compliance with regulatory, funding agency, and institutional requirements while promoting transparency, integrity, and accessibility.

2. Scope This policy applies to all University faculty, staff, students, and external collaborators involved in research activities that involve data collection, storage, sharing, and archiving.

3. Research Data Management Principles

3.1 Data Stewardship

- Researchers are responsible for managing their data in accordance with university policies and funding agency guidelines.
- Research data must be stored securely and appropriately throughout its lifecycle.

3.2 Data Documentation and Metadata

- Adequate documentation and metadata must be maintained to ensure data usability and reproducibility.
- Researchers should adopt recognized metadata standards relevant to their discipline.

3.3 Data Accessibility

- Research data should be made accessible to authorized stakeholders where appropriate, following legal, ethical, and contractual obligations.
- Embargo periods may be applied to protect intellectual property or confidentiality.

4. Open Data

4.1 Commitment to Open Data

- The University supports the principles of open data to foster transparency, collaboration, and innovation.
- Researchers are encouraged to publish data openly unless restricted by ethical, legal, or contractual obligations.

4.2 Open Data Standards

- Data intended for public release must adhere to recognized open data standards and be deposited in approved repositories.
- Researchers must ensure that data shared openly is properly anonymized and does not infringe on the University's and/or legislated privacy or confidentiality obligations.

4.3 Licensing and Attribution

- Openly shared data should include appropriate licensing to outline usage rights and attribution requirements.
- Researchers must comply with copyright and intellectual property policies when sharing data.

5. Data Ethics

5.1 Ethical Considerations

- Research data must be collected, stored, and shared in compliance with ethical guidelines, ensuring respect for privacy, consent, and confidentiality.
- Institutional Research Ethics Review Committee (RERC) approval must be obtained for research involving human participants.

5.2 Informed Consent

- Researchers must obtain informed consent from participants, clearly stating how their data will be used and shared.
- Participants should have the option to withdraw their data from studies where feasible.

5.3 Sensitive Data Management

- Data containing personally identifiable information (PII) or confidential details must be safeguarded with appropriate security controls.

- Access to sensitive research data should be granted only to authorized personnel.

6. Data Retention and Disposal

6.1 Retention Periods

- Research data must be retained in accordance with funding agency requirements, legal obligations, and institutional policies.
- Minimum retention periods will be specified based on the nature of the research.

6.2 Secure Disposal

- Upon expiration of the retention period, data must be securely disposed of using approved methods to prevent unauthorized access.
- Sensitive data must be destroyed in compliance with applicable regulations.

7. Roles and Responsibilities

7.1 Principal Investigators (PIs)

- Responsible for ensuring compliance with this policy within their research projects.
- Must implement appropriate data management plans.

7.2 Research Data Stewards

- Provide guidance and support to researchers in implementing best practices for data management.
- Monitor compliance and offer training where needed.

7.3 Institutional Planning & Analysis Committee (IPAC)

- Oversee policy implementation and compliance.
- Review and approve institutional data management strategies.

8. Compliance and Enforcement

- Non-compliance with this policy may result in disciplinary action and potential funding penalties.
- Periodic audits will be conducted to ensure adherence to the policy.

9. Review and Updates This policy will be reviewed triennially to reflect changes in regulatory requirements, technological advancements, and research practices.

10. Contact Information For questions or concerns regarding this policy, please contact the Institutional Planning & Analysis Committee at IPAC@kings.uwo.ca.