

## 6. RESEARCH DATA MANAGEMENT

### 6.1 University Policy on Research Data Management

The University has in place a policy for [Research Data Management](#).

This policy covers all aspects of data management including Roles and Responsibilities, Deposit and Publication, and Data Management Practice. Further guidance to support the University research community in the implementation of this policy is also available in a separate [guidance document](#).

### 6.2 Handling and Storage of Personal Data

The University has a responsibility to protect the rights of human subjects involved in research projects. Human subjects must be protected from harm, and the University must ensure that data and other information about research and research participants is handled with due consideration to legislation and institutional guidelines, and the requirements of the various funding bodies. The University must also ensure that personal data is not used without the consent of the individuals concerned.

All research staff and students must comply with the [University Policy on Data Protection](#) which complies fully with the Data Protection Act 2018 and UK GDPR (General Data Protection Regulations) which covers personal data collected for the purposes of research. Data collected for the purposes of research must be dealt with in accordance with the DPA unless certain exemptions in the Act apply. All researchers should ensure they are familiar with the requirements of the Act.

Guidance on keeping research records is given below.

### 6.3 University Guidelines on Keeping Research Records

The [University Guidelines on Keeping Research Records](#) provide general guidance for researchers on the storage of research records. In accordance with the University Policy and Guidelines on Good Research Practice (Section 4, above), they indicate that all researchers are required to keep clear and accurate records of the procedures followed and approvals granted during the research process. This includes records of the interim results obtained as well as final research outcomes. This demonstrates good practice and good research conduct.

The guidelines provide information relating to keeping formal written and electronic research records and Lab-Books, and the periods for retention of data. The most appropriate methods for record keeping are dependent on the type of research undertaken.

Guidance on retention periods for research records is available in the [University's Records Retention Schedules](#) and from the Information Governance Team. The length of time required will vary according to types of study, differing ethical requirements attached to research, internal policy and the requirements of external regulatory and funding bodies.

Due to the diverse requirements for the retention of research records across the institution, Standard Operating Procedures will also exist at local levels, particularly in highly regulated areas of research (such as clinical research) involving the collection and use of data on human subjects within a clinical context.

#### 6.4 Sharing Research Data with Collaborators

The University supports SharePoint as a solution for sharing data, files and folders with external stakeholders. More information on SharePoint and its usage can be found on the University [toolkit](#) page. Storage has a file size cap of 1TB. As SharePoint lacks a default backup system, a Power Automate Solution will be implemented by IT to back up the research data to a network storage location. Once the data is in network storage, the University's standard backup procedures will apply (so there may be associated costs for data storage to be considered by the researcher). More information regarding data storage costing can be obtained at [Digital Costs for Research](#). To request a SharePoint site for a research project, submit an email to the [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) (copying [scottreid@abdn.ac.uk](mailto:scottreid@abdn.ac.uk), Microsoft Deployment Manager). When requesting a SharePoint site, please specify "with PowerShell-enabled backup to network storage" so that this can be implemented.

Further guidance for researchers on supplying information to third parties is available [here](#).

#### 6.5 Recommended File Formats

The [UK Data Service](#) provides further guidance on the recommended file formats for data sharing, reuse and preservation.